**Pro Bono Coordinator**

Houston Volunteer Lawyers, the pro bono service arm of the Houston Bar Association, is seeking a full-time Assistant Pro Bono Coordinator to work with the Hurricane Harvey Recovery Program. The mission of HVL is to provide free legal services to low-income people in Harris County and to promote volunteerism among lawyers.

HVL’s Hurricane Harvey Recovery Project will focus on providing legal service to clients regarding disaster-related Hurricane Harvey issues.

**PRIMARY RESPONSIBILITIES**

- Prepare and send pro bono cases to volunteer attorneys per HVL policies.
- Communicate regularly, via email and telephone, with outside attorneys to support volunteer representation of HVL clients.
- Assist with volunteer trainings.
- Assist with volunteer recruitment events.
- Recruit and coordinate volunteers for clinics, outreach events, and other volunteer opportunities.
- Assist with creating marketing materials such as newsletters, flyers, social media posts, and website.
- Conduct outreach in and around Houston to raise awareness to HVL’s Hurricane Harvey relief program.
- Collect and maintain volunteer attorney contact information and searchable contact lists.
- Prepare materials for legal advice clinics and outreach events.
- Perform other tasks as assigned by the Supervising Attorney, Pro Bono Coordinator, or Executive Director

**QUALIFICATIONS**

**Minimum:**

- Office or database experience is required, preferably with Microsoft Access
- Strong computer skills
- Excellent communication skills
- Reliable transportation
- Professional appearance
- A desire to provide public service
- Attention to detail
- Excellent time management skills.
- Must be able to work in a co-working space.

**Preferred:**
- Bachelor’s degree
- Persons fluent in written and spoken Spanish

This is a high-volume position that requires flexibility, self-initiative, willingness to learn, attention to detail, and excellent time management skills.

This position is for one year, but may change based on funding. Salary is $30,000 for the year. Benefits include employer-paid monthly parking, health, dental, and vision insurance, disability and life insurance, 401(k), and reimbursed travel expenses. Required travel 50%, including some evenings, none overnight. Some minimal lifting up to 25 lbs.

Interested candidates should send a resume and cover letter to resumes@hvlp.org, subject: Pro Bono Coordinator.