

Program Manager

Houston Volunteer Lawyers, the pro bono service arm of the Houston Bar Association, is seeking a full-time Program Manager to work with the Hurricane Harvey Recovery Project. 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

- Open and review client files while evaluating income, assets, and expenses in order to comply with poverty guidelines and funding grants.
- Conduct follow-up communications with clients, and maintain client records.
- Attend various outreach and intake events, working with Houston Volunteer Lawyers staff to screen clients.
- Work with Houston Volunteer Lawyers staff attorneys and volunteers as needed.
- Prepare materials for legal advice clinics and outreach events.
- Fill in for the receptionist when needed.
- Interpret for volunteer attorney.
- Translate documents when needed.
- Perform other tasks as assigned by the Supervising Attorney, Program Supervisor, or Executive Director.

QUALIFICATIONS

Minimum:

- Office or database experience is required, preferably with Microsoft Access.
- Excellent computer skills
- Strong 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:

- Preference to persons fluent in written and spoken Spanish, Chinese, or Vietnamese
- Some college education preferred

This position is for one year, but may change based on funding. Starting salary is set at \$27,500 per year. Benefits include employer-paid monthly parking, health, dental, and vision insurance, disability and life insurance, 401(k), and reimbursed travel expenses. Required travel less than 20%, none overnight. Some minimal lifting required, up to 25 lbs.

Interested candidates should send a resume and cover letter to resumes@hvlp.org, subject: Program Manager.