



## PRO BONO VOLUNTEER COORDINATOR

**(Austin, TX)** Volunteer Legal Services of Central Texas (VLS) wants YOU to join our growing team of mission-driven, passionate professionals. Our vision - *poverty is not a barrier to justice* – fuels our mission to assist the most vulnerable in our community gain access to the civil justice system by matching them with pro bono attorneys who provide critical legal advice and representation.

From providing individuals and families in need with free basic civil legal services to supporting and training a growing network of attorney volunteers, VLS is transforming Central Texas through the power of pro bono.

### POSITION SUMMARY

Under the direction of the Executive Director, the Pro Bono Volunteer Coordinator manages a comprehensive volunteer program in support of VLS's pro bono legal programs, services, and/or special projects. The ideal candidate will possess exceptional multi-tasking abilities and attention to detail, excellent written and verbal communication skills, and be extraordinarily self-directed.

**RESPONSIBILITIES** (Responsibilities of the position will include but are not limited to):

- Serving as the organizational point of contact for all volunteer inquiries;
- Assisting the Executive Director in sourcing and recruiting volunteers;
- Creating and maintaining volunteer records and schedules;
- Communicating regularly with volunteers regarding upcoming opportunities and ensuring they are satisfied and well-placed;
- Arranging/Facilitating appropriate volunteer training when needed;
- Developing and implementing a plan to solicit feedback from volunteers on a regular basis;
- Participating in the planning and execution of appreciation events for volunteers;
- Collaborating with the Development team in building a broader donor base and connecting donors to volunteer opportunities; and
- Performing other duties as assigned.

### QUALIFICATIONS

- BA/BS Degree required;
- 3 years' experience in the field of volunteer management/public relations/client relations or equivalent combination of experience, education and training;
- Personal volunteer experience and commitment to volunteerism in community service; and
- Demonstrated proficiency in computer applications of Microsoft Office, particularly Word and Excel, as well as experience using volunteer management or other client database.

### HOW TO APPLY

To apply send a resume, cover letter and three references to [employment@vlsoc.org](mailto:employment@vlsoc.org).\* **Please include the position title in the subject line: Pro Bono Volunteer Coordinator.**

*\*Due to the volume of applications, please do not contact staff concerning your application. We will contact you to schedule an interview or to request more information.*