



CHRISTIAN
— LEGAL AID
OF THE DISTRICT OF COLUMBIA

Position Announcement – Program Coordinator

About Us:

Christian Legal Aid of DC (“CLADC”) is seeking to hire a Program Coordinator, beginning as soon as possible. CLADC exists to provide access to justice with the love of Christ. Our team mobilizes volunteer attorneys and law students to work alongside our staff. We provide free legal services to our neighbors in the Washington, DC area who cannot afford to hire an attorney, and as a result, do not have equal access to justice. In everything we do, we aim to point to Jesus as our ultimate hope and we root our services in prayer for our clients, volunteers, and city.

CLADC conducts monthly legal aid clinics online and provides on-site legal services at locations in Washington, DC. Volunteers and staff offer advice, brief services, and representation in housing, probate, estate planning, criminal record sealing, and Social Security matters.

Why you should apply:

If you are excited about building relationships and community, praying with and for others, and pursuing justice with a collaborative team in a flexible work setting, you could be an excellent fit for this position.

Position Description & Duties:

The Program Coordinator will play a critical role in pursuing CLADC’s mission by engaging with the community, our clients, and supporting operational excellence. Primary duties include client intake and scheduling and promoting community partnerships to connect more prospective clients with our services. The position is full-time with flexible working hours as agreed with the Executive Director. Occasional evening or weekend availability is also expected for events.

The duties listed below are not meant to be exhaustive, as the nature of the work requires the Program Coordinator to exhibit flexibility, but it contains the position’s primary duties and expectations.

General:

- *Relationships with CLADC members.* The Program Coordinator will maintain a strong working relationship with, and report directly to, the Executive Director. The Program Coordinator will also be expected to establish and maintain positive relationships with other staff, supporters, clients, volunteers, and donors.
- *Christ-Like Example.* The Program Coordinator, relying on his or her faith and relationship with Jesus Christ, should model a love for our neighbors in poverty and a desire to serve them well.

Community Engagement:

- Engage with existing and potential community partners to raise awareness of CLADC’s legal services;
- Prepare materials to communicate CLADC’s services to community partners and our neighbors;
- Develop strategies to deepen community engagement to advance CLADC’s mission;

Client Coordination:

- Answer the phone, return calls, take messages, and refer calls to appropriate staff members or volunteers;
- Conduct screenings and brief intake interviews with potential clients to determine eligibility for CLADC’s services;
- Respond to emails from prospective clients and other third parties;

Operational Support:

- Manage electronic and physical filing system (CLADC uses Clio for case management), including data entry related to clients, donors, and volunteers;
- Help organize and maintain office common areas;
- Maintain supply inventory and place appropriate orders;
- Supporting Pro Bono Manager in volunteer engagement tasks;
- Obtain or maintain a Notary Public commission and notarize documents as directed by the Executive Director; and,
- Other tasks that may be reasonably assigned by the Executive Director.

Requirements/Qualifications:

A commitment to Christ in all that we do is essential to the fulfillment of CLADC's mission. In your cover letter, please briefly describe your faith and how this impacts your decision to apply for this position. Candidates who are passionate about our mission and the duties described, are eager to learn and have demonstrated administrative acumen should apply even if they do not have all of the preferred experience.

Additional requirements include:

- Mature, orthodox Christian faith as defined by the Apostle's Creed;
- Prior administrative experience;
- Excellent computer skills (including experience with Google Workspace and Microsoft Office);
- Strong attention to detail and organizational skills;
- Excellent verbal and written communication skills;
- A commitment to serving clients with lower incomes;
- Self-starter with strong initiative; and,
- Success working in a small, collaborative team.

Preferred qualifications:

- Experience in a non-profit organization;
- Familiarity with a broad network of Washington, DC-based social services agencies, nonprofit organizations, and churches.

Salary and Benefits:

- Competitive salary commensurate with relevant experience;
- Healthcare coverage;
- Remote work option and flexible hours;
- Support for professional development; and
- Paid federal holidays, vacation, personal, and sick leave.

To Apply:

Applications will be accepted on a rolling basis and candidates are encouraged to apply as soon as possible. Submit a cover letter, resume, and list of three references (including one pastoral reference) via email to:

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