

### JOB ANNOUNCEMENT

<b>Position</b>	<b>Project Coordinator – Victims of Crime Project</b>
<b>Organization Description</b>	The Public Law Center (PLC), Orange County's <i>pro bono</i> law firm, is committed to providing access to justice for low-income residents. Through volunteers and staff, PLC provides free civil legal services, including counseling, individual representation, community education, and strategic litigation and advocacy to challenge societal injustices. Now in its 35 <sup>th</sup> year of service, PLC works with more than 1,400 volunteer lawyers, paralegals and law students from throughout the county who volunteer their time and expertise.
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelors degree or equivalent required</li> <li>• Bilingual English/Spanish fluency required</li> <li>• Experience in working with victims of crime required</li> <li>• Experience in family law, immigration, housing or elder abuse a strong plus</li> <li>• Strong organizational skills required</li> <li>• Strong computer skills including experience with Word, Excel and Access</li> <li>• Excellent public speaking skills a strong plus</li> <li>• Commitment to working with low-income victims of crime</li> <li>• Ability to work effectively as part of a team</li> <li>• Must have own transportation, valid CA Driver's license, insurance and good driving record</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Coordinate provision of full-range of legal services to low-income crime victims across units at PLC</li> <li>• Assist with intake and legal issue-spotting of potential clients in a safe and secure environment</li> <li>• Coordinate and supervise non lawyer volunteers</li> <li>• Coordinate with other service providers to ensure holistic delivery of services</li> <li>• Conduct community education presentations to clients, partner agencies, and service providers</li> <li>• Oversee grant management, including periodic compilation of data</li> <li>• Occasional evening and weekend work required</li> <li>• Other duties as assigned</li> </ul>
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• Salary dependent on experience; range of \$40,000 to \$45,000</li> <li>• Competitive benefits provided</li> </ul>
	<p>Please submit resume, cover letter and writing sample (10 pages or less) to Grace Landa at: <a href="mailto:glanda@publiclawcenter.org">glanda@publiclawcenter.org</a>. Please no phone calls.</p> <p><b>APPLICATION DEADLINE:</b> Open until filled</p> <p><b>The Public Law Center is an Equal Opportunity Employer.</b></p>