

**Program Coordinator – Decedents’ Estate Self-help Clinic**

<b>CLASSIFICATION:</b> Program Coordinator (Union)	<b>SALARY:</b> \$51,530.24 + DOE/DOQ
<b>DEPARTMENT:</b> Legal	<b>FLSA STATUS:</b> Exempt
<b>REPORTS TO:</b> Directing Attorney	<b>APPLICATION DEADLINE:</b> Until filled

For nearly 50 years, Bet Tzedek Legal Services has provided high-quality, free legal services to Los Angeles’ most vulnerable residents. Today, delivery of those legal services requires innovation and partnership. Bet Tzedek’s newly formed Decedents’ Estate Self-help Clinic, in partnership with Los Angeles County Superior Court, embodies this reality. Working together with court staff, Bet Tzedek has developed the framework to provide legal information and support to residents of Los Angeles County dealing with complications and challenges related to resolving the final affairs of a deceased friend or family member and now seeks a full-time program coordinator to join our innovative team.

**ESSENTIAL DUTIES:**

- Manage high-volume phone and/or online intakes, conduct initial screening and assessment for potential self-help litigants during clinic hours and as necessary throughout the week.
- Researching, writing, and producing program materials, including but not limited to presentations, orientations, trainings, manuals, and outreach materials, with support and supervision from supervisor and attorney staff.
- Maintain accurate, up to date records and report data and assist in preparing regular reports as required.
- Creating, maintaining, and strengthening relationships with the court and other community partners with guidance and support from supervisor and attorney staff.
- Along with supervisor and attorney staff, develop, improve, and expand the Decedents’ Estate Self-Help Clinic.
- Work closely with Pro Bono Department to recruit, place, train, and support volunteers in delivering clinic services.
- Other duties as necessary to fulfill the requirements of the position.

**QUALIFICATIONS**

- BA, BS, or AA degree; or high school diploma or GED with minimum of three (3) years of experience working in a professional office setting (required)
- Excellent time-management, project management, and problem-solving skills (required).
- Exceptionally organized and self-motivated, with excellent attention to details (required).
- Excellent people skills (required) and experience in working with clients in crisis or distress (strongly preferred).
- Willingness to train and work with volunteer attorneys and students (required).
- Familiarity with Legal Server or other cloud-based case management system (preferred).
- Ease with oral and written communication in, and ability to provide oral interpretation and written translation to and from, English and Spanish (required).
- Minimum one-to-two years non-profit legal services experience or equivalent experience working in a trust and estates law practice (preferred).
- Understanding and commitment to Bet Tzedek’s mission of equal justice for all and Bet Tzedek’s core values of leadership, community-based advocacy, and innovation (required).

- Commitment to diversity, equity, and inclusion (required).

**HOW TO APPLY:**

- Email letter of interest, resume, and salary requirements to [bettzedek.7A.131@applynow.io](mailto:bettzedek.7A.131@applynow.io). *Please, no phone calls. Any applications materials submitted without a letter of interest risk not being considered.*

**Note:** *All positions are subject to funding; ongoing funding or employment cannot be assured.*

*To best serve our communities Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.*