

POSITION ANNOUNCEMENT

Pro Bono Coordinator (Temporary, Full-time position)

**Application deadline - February 28, 2012
Interviews conducted on a rolling basis**

As the nation's oldest legal organization focusing on the civil rights of Asian Americans and Pacific Islanders, the Asian Law Caucus is a leader in defending the interests of low-income immigrants. Since 1972, ALC has litigated high-profile cases and provided an array of services including community education, advocacy, and direct client representation. Our current program areas include national security civil rights, immigration, housing rights, criminal justice reform, employment, and voting rights. The Asian Law Caucus is a Member of the Asian American Center for Advancing Justice.

The Asian Law Caucus is seeking a Pro Bono Coordinator to help organize and strengthen our relationships with lawyers and law students. Annually, we receive more than \$1 million dollars in donated pro bono legal services to our organization. The highest priority area will be the Civil Rights Outreach Project (CROP), a regional network of ethnic bar associations and law student organizations focused on staffing civil rights legal aid clinics focused on Arab, Middle Eastern, Muslim and South Asian communities. Additional responsibilities to our other legal programs, particularly immigration, will also be required. Position reports to National Security Civil Rights staff attorney and Deputy Director. Significant legal administration experience is highly desired.

Responsibilities:

- Coordinate annual schedule and all logistics related to CROP clinics throughout Northern California
- Develop and disseminate multilingual civil rights outreach materials (including Know Your Rights materials) through CROP clinics and other referral networks
- Provide support to law student leaders of local CROPs and facilitate coordination between local CROPs, where necessary
- Increase outreach for CROP clinics by advertising clinics with local ethnic media, through community leaders, and leafleting in ethnic grocery stores and restaurants
- Identify opportunities for expansion of CROP clinics
- Expand case database from CROP clinics and improve consistency of data entry from partner organizations

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- Create and maintain web presence in regards to CROP work
- Recruit and maintain relationships with pro bono counsel, bar associations, and law student associations to support ALC
- Develop accurate and timely system for tracking cases and outcomes as well as tracking pro bono counsel relationships

Qualifications:

- B.A./B.S. with paralegal or legal assistant background preferred
- Minimum of two years experience working in a law office, preferably in the non-profit context
- Highly motivated, self-starting, and detail oriented
- Ability to work with a highly diverse group of mission-driven lawyers and staff with a range of substantive law knowledge and experience
- Demonstrated commitment to advancing the rights of low-income, API, people of color, and/or immigrant communities
- Familiarity with Microsoft Office and Google suites of applications as well as other legal databases
- Knowledge of website creation and maintenance
- Preferred bilingual skills in Arabic, Farsi, Hindi, Urdu, or other relevant languages

Compensation and Benefits

Salary range for this position is \$34,000 - \$40,000, depending on experience. Salary is based on experience and principles of internal equity. A full benefits package is included. This is a temporary, full-time, exempt position that is anticipated to last one year with the possibility of extension contingent on funding.

Application Process

Interested candidates should submit via email (Microsoft Word compatible attachments) a cover letter and resume summarizing your interest, qualifications and experience, and three professional references to jobs@asianlawcaucus.org. Indicate “Pro Bono Coordinator application” in the subject line. Target start date is April 2012. Please no phone calls.

The Asian Law Caucus is an equal opportunity employer. All qualified persons are encouraged to apply, regardless of race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, HIV status, marital or domestic partner status, or religious affiliation.