



Philadelphia VIP
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POSITION DESCRIPTION – Community Economic Development Coordinator

Philadelphia VIP, the hub of pro bono in Philadelphia, recruits, trains, and supports volunteer attorneys who provide free legal services to low-income clients.

POSITION SUMMARY: Philadelphia VIP seeks a goal-oriented team player to lead VIP’s LawWorks project, which matches small businesses and nonprofits with volunteer attorneys who provide pro bono legal advice and transactional representation. Working under the supervision of the Managing Attorney, the Community Economic Development Coordinator is charged with shepherding and expanding the LawWorks project, and will focus on relationship building with community partners. The ideal candidate is a self-starter with excellent oral and written communication skills, who is closely attentive to detail, embraces technology, and has a track record of managing multiple deadlines for high-profile events and projects. The candidate should care deeply about access to justice for underserved communities, value volunteerism, and enjoy working on a close-knit team in a fast-paced office.

VIP values a diverse work environment and strongly encourages people of color, people who identify as LGBTQ, and people with disabilities to apply. This position is exempt with generous employee benefits and a great team atmosphere. **Occasional evening work is required.**

KEY QUALIFICATIONS:

- Bachelor’s degree required; attorneys will be considered, but this position does not require a law degree
- Strong desire to build and strengthen relationships with community partners; existing connections to community-based organizations, especially those serving entrepreneurs and small businesses, preferred but not required
- Demonstrated interest in supporting volunteers and commitment to VIP’s service model
- Passion for access to justice for underserved communities
- Ability to speak and read a foreign language – especially Spanish, Arabic, or Southeast Asian languages – a plus, but not required
- Excellent analytical skills, including facility with quantitative and qualitative data
- Excellent written and oral communication skills
- Close attention to detail, organized, and able to manage multiple, simultaneous projects and deadlines
- Strong facility with technology, including leading-edge case management systems

Since 1981, the hub of pro bono legal services in Philadelphia

KEY FUNCTIONS

1. Increase client base by building and strengthening relationships with community partners:

- Initiate in-person meetings with new community partners to proactively build pipelines of small business/non-profit clients, and promptly follow up with concrete ideas to expand our reach into the community.
- Meet and speak regularly with established community partners to maintain relationships and expand LawWorks' reach into the community.
- Attend community fairs, workshops, and outreach events to raise awareness of LawWorks' services, and follow up with attendees to connect them with LawWorks' services.

2. Develop and execute all aspects of LawWorks' legal clinics, with particular emphasis on building relationships with clinic clients before and after the clinic event:

- Plan, prepare for, and execute bimonthly legal clinics, some of which are in the evening.
- Diligently and thoroughly attend to all event details, including volunteer and client registration, marketing materials, publicity, photography, refreshments, and program materials.
- Work with Executive Director and Managing Attorney to cultivate law firms, corporations, sponsors, and vendors to provide volunteer attorneys, facilities, hospitality, and other program support.
- Follow up with clinic supporters, volunteer attorneys, and clients following the clinic, including engaging volunteers and clients in continuing their relationship with VIP/LawWorks.

3. Support volunteer attorneys and clients through case management, recruit and retain volunteers, and track and react to key performance indicators of the LawWorks program:

- With attorney supervision, screen small business/nonprofit clients for eligibility, understand legal issues faced by these organizational clients, and assess legal merits of potential matters for referral to volunteer attorneys.
- Proactively pitch and refer cases to volunteer attorneys, including seeking opportunities to engage new, current, and lapsed volunteers.
- Monitor referred cases, including serving as a liaison to volunteers and clients and requesting status updates when needed.
- Develop, monitor, and adapt the LawWorks program in response to key performance indicators.

HOW TO APPLY: E-mail cover letter and resume to Karna Laubenstein, Operations Manager, klaubenstein@phillvip.org. No calls, please.

WHAT TO INCLUDE IN YOUR COVER LETTER: All cover letters should include salary requirement, potential start date, and any non-English language skills. Applicants are invited to include a statement about how the applicant's unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of VIP's staff team and legal practice.

DEADLINE: Applications will be reviewed on a rolling basis, with priority given to those received by May 24, 2019.

PHILADELPHIA VIP IS AN EQUAL OPPORTUNITY EMPLOYER