

## **JOB TITLE: Bilingual Case Program Coordinator**

### **ORGANIZATION SUMMARY:**

Volunteer Lawyers Network (VLN) provides free advice and legal representation to low-income individuals through volunteer attorneys, interpreters and other legal professionals. VLN's mission is to protect and promote the basic needs of people in poverty through the power of legal volunteers. VLN is a private non-profit organization affiliated with the Hennepin County Bar Association.

### **JOB DESCRIPTION:**

VLN seeks full time, customer-service oriented, well-organized, dependable Spanish-speaking individual for a case program coordinator position. VLN's Immigrant Legal Services Program helps clients with a wide-array of legal issues impacting Minnesota's immigrant communities.

#### Job duties:

- Coordinate and staff community based legal advice clinics (virtual and in-person when in-person legal clinics resume). Attend clinics to act as primary client contact and support work of staff and volunteer attorneys.
- Prepare clients for legal representation (such as helping them obtain necessary paperwork or information);
- Assist program manager to recruit and match volunteer attorneys to represent and provide services to clients;
- Recruit and maintain a roster of volunteer interpreters and translators providing services on VLN cases and when needed provide direct translation or interpretation services;
- Match specific clients with volunteer attorneys to provide legal services that directly impact the client's basic needs;
- Schedule attorneys and clients for legal clinics (virtual and in-person when in-person clinics resume) and phone services;
- Staff VLN's client intake hotline;
- Represent agency and its services at public events/activities such as community outreach events;
- Provide administrative support to on-staff resource attorneys.

#### Qualifications:

- High school diploma or equivalent. College coursework preferred;
- Spanish and English fluency in reading, writing and speaking required;
- Experience working directly with clients in a legal services or social services setting;
- Effective oral communication skills;
- Good organizational skills;
- Demonstrated ability to take initiative in solving problems;
- Demonstrated ability to work well with diverse populations;
- Basic computer skills, including familiarity with MS Office products

Salary starting at \$16.00 plus benefits.

VLN is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, religion, sex, age, national origin, marital status, sexual orientation or any other factors prohibited by applicable law.

Those with diverse economic, social, or cultural experiences are encouraged to apply.

**HOW TO APPLY:**

Mail resume and cover letter to [hadmin@vlmn.org](mailto:hadmin@vlmn.org)

No phone calls or emails please.

**SUBMISSION DEADLINE:** Until filled.