



Atlanta's John Marshall Law School is looking for a motivated individual to fill the Part-time, non-exempt position of Outreach and Program Coordinator for the Homeless Veterans Law Clinic. This role is grant funded and is a 12-month position, with the possibility of renewal for one or more years, depending on the availability of funds. The Outreach and Program Coordinator will be responsible for coordinating outreach efforts, managing program logistics, and providing administrative support for a nonprofit organization or community-based program. This role plays a critical part in ensuring the smooth operation and success of outreach initiatives and program activities associated with the Homeless Veterans Law Clinic.

Ideal Experience and Qualifications

Applicants must have a high school diploma or equivalent; Bachelor's degree in a relevant field a plus; Previous experience in the law field, outreach, program administration, or community engagement is preferred.

The Outreach and Program Coordinator Services will be responsible for, but not limited to following:

- Assists Supervising Attorney and Executive Director of Career Services and Professional Development with the planning and implementation of the Homeless Veterans Law Clinic
- Works closely with Director of Externship and Externship Administrator, Alumni Affairs, Development & other departments
- Develops and implements outreach strategies to increase community awareness, engagement, and participation in the Homeless Veterans Law Clinic
- Collaborates with stakeholders, community partners, and volunteers to plan and execute outreach events, presentations, and workshops
- Creates and disseminates promotional materials, including flyers, brochures, newsletters, and social media content, to effectively communicate program offerings and impact
- Coordinates program logistics, including scheduling, participant registration, venue arrangements, and necessary materials or resources
- Maintains accurate records of program activities, participant information, and program outcomes for reporting and evaluation purposes
- Assists in the development and implementation of program evaluation tools, surveys, and assessments to measure program effectiveness and gather feedback
- Collects client documents and works with VA to determine eligibility and streamline the intake process
- Assists Supervising Attorney in scheduling clients, managing calendar and general law clinic operations
- Responsible for the daily operations of the law clinic
- Recruits, trains, and coordinates volunteers to support program activities and outreach efforts
- Establishes and maintains positive relationships with program participants, community organizations, and other stakeholders

- Provides guidance and support to volunteers, ensuring they are equipped to carry out their roles effectively and align with the organization's mission and values
- Assists with general administrative tasks, such as data entry, correspondence, file management, and scheduling appointments or meetings
- Manages program-related documentation, including program guidelines, policies, and participant records
- Supports grant applications, reporting, and compliance requirements as needed
- Collaborates with the organization's staff, board members, and volunteers to ensure seamless coordination and implementation of outreach and program activities
- Participates in team meetings, planning sessions, and other collaborative efforts to contribute ideas and insights for program improvement and expansion
- Supports a positive and inclusive work environment that promotes teamwork, respect, and effective communication.
- Anticipates the needs of others in order to ensure a seamless and positive experience with the Office of Career Services and Professional Development

Atlanta's John Marshall Law School values a diverse workforce and inclusive culture. We are committed to equal opportunity without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. We encourage applications from all qualified individuals. Applicants with disabilities who may need accommodations in the application process are to contact Ms. Davenport.

Salary: \$37,650.00

All interested candidates may submit a current professional resume and the names of three references, to:

Cynthia Davenport
Director of Human Resources
Atlanta's John Marshall Law School
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