



JOB ANNOUNCEMENT COORDINATOR

For financially vulnerable families in crisis, LevittQuinn Family Law Center is the leading provider of legal services and support delivering timely, accessible, and innovative family law services. Our team of dedicated lawyers, legal assistants, and volunteers stabilize families every day, securing orders about custody and support, returning abducted children to their custodial parent, and facilitating adoption of children in need of a safe and permanent home.

LevittQuinn is hiring a Coordinator to help support and grow this work.

Reporting to the Supervising Attorney, the Coordinator supports LevittQuinn's mission of protecting children and standing with family members in crisis. Essential duties include:

- Serving as the point of contact for partner referrals, reviewing applications for service, conducting initial conflict checks, and conducting screening calls. The Coordinator answers basic questions about LQ's services, keeps partners informed about our services, and assists applicants who are unable to complete the application process on their own.
- Helping assess client data gathering, retention, and reporting systems and protocols.
- Connecting clients from underserved areas of the county with our lawyers and skilled volunteers via in-person and remote clinics.
- Reviewing volunteer applications, conducting volunteer orientation sessions, assisting LQ staff to coordinate work assignments for volunteers, tracking and reporting volunteer hours, and assisting with volunteer recognition and conversion efforts.
- Identifying and recruiting partners in other disciplines who can help our clients resolve ancillary issues that impact the outcomes of family law matters and helping to develop future collaborative opportunities.

Qualifications:

- Demonstrated commitment to LevittQuinn's mission of protecting children and standing with family members in crisis;
- Ability to communicate effectively orally and in writing LevittQuinn's mission, vision, and voice. Skilled at and enjoys developing collaborations. Ability to also communicate effectively in Spanish, Korean, or Mandarin Chinese is a plus;
- Strong technology and software skills, including Microsoft Office Suite and Adobe. Skilled at and enjoys tracking and interpreting data. Skill with social media and experience using CRMs is a plus;
- Detail-oriented, self-motivated person with a strong work ethic who is able to exercise sound independent judgment and is comfortable working in a small and collaborative team;
- Attendance at off-site clinics and special events is required, and will involve occasional evening work.

Compensation: This is a full-time, non-exempt position. \$23.00 to \$25.00 per hour depending on experience. Competitive benefits package. Must be fully vaccinated against COVID (including booster) unless the applicant has a valid medical reason for not being fully vaccinated or a sincerely held religious belief preventing vaccination.

Applications: Send 1) a resume, 2) a cover letter explaining your interest in the position, and 3) three (3) professional references who have direct knowledge of your qualifications to Ana M. Storey at astorey@levittquinn.org. Write "Coordinator" in the subject line of your email.

Deadline: We will consider applications from qualified individuals until we fill the position.