

***Volunteer Coordinator***  
***Part-time Paid Staff Position***

**Pro Bono Network** is a nonprofit agency located in Oak Park, Illinois, whose mission is to empower volunteer attorneys to meet the unserved legal needs of low-income persons. We work with legal aid agencies throughout Cook and DuPage counties, structuring projects to match the needs of our volunteers. Our projects and more information on PBN can be found at [www.pro-bono-network.org](http://www.pro-bono-network.org). We have an informal, collaborative and supportive work environment, with 6 part-time staff and 2 consultants. We also have college interns and volunteers occasionally working in the office. Staff and consultants currently work primarily remotely, but once it is safe, we expect that this position will be in the office at least part of the week. PBN is committed to attracting and retaining a diverse staff, and encourages people of color, individuals who identify on the LGBTQIA+ spectrum, and people with disabilities to apply.

**Position description:**

Pro Bono Network is seeking a part time Volunteer Coordinator. Among other responsibilities, the Volunteer Coordinator will manage and direct projects in three main areas:

**Volunteer Recruitment**

- Developing and implementing a recurring recruitment plan for bringing attorneys to the agency, in tandem with the Communications Manager.
- Posting volunteer opportunities on online sites and social media.
- Communicating with potential and new volunteers, assisting them with the sign in process.

**Volunteer Coordination**

- Managing all facets of monthly volunteer hour reporting, including reporting to partner agencies as necessary.
- Organizing and managing regular outreach with current volunteers.
- Organizing periodic volunteer recognition events.
- Creating and implementing additional ways to recognize volunteers.

**Software Management**

- Managing and updating Better Impact and Client Impact Software systems for volunteer and client management.
- Researching and suggesting additional case management software as necessary.

- Training new staff and project managers on Better Impact.
- Gathering and reporting data on PBN's impact using PBN's management software for various agency needs.

In addition to the above work, this employee will also handle some routine administrative tasks including:

- Ensuring agreements between PBN and agencies are up to date and organized.
- Gathering and documenting client and volunteer stories, releases, information and photographs, in tandem with other PBN staff.
- Performing other general responsibilities of the office when needed, in the same manner as all current staff, and attending weekly staff meetings.

**Supervision:**

The Volunteer Coordinator will report directly to the Director of Programming and Volunteers. In addition, this employee will work with other staff on certain tasks.

**Qualifications:**

College degree or equivalent experience required.

Skills: Excellent interpersonal skills and an ease communicating with volunteers by telephone and electronically; ability to lead and independently manage projects; comfort working with volunteer and client management systems; competency with Microsoft Office and Google Suite software applications; ability to handle multiple assignments, and meet deadlines; desire to provide legal services to low-income and underserved populations. Prior volunteer management and/or legal aid experience preferred.

**Salary and hours:**

This is a 20-24 hour per week part-time employee position. The annual salary is \$22,000 - \$25,000, depending on experience. There are no benefits currently offered. Initially, the position will be done remotely, with the expectation of weekly in-office hours at some point. Start date and designated days and times will be mutually agreed upon prior to start.

**Application procedure:**

Please email resume and cover letter to Sheila Pont at [sheila.pont@pro-bono-network.org](mailto:sheila.pont@pro-bono-network.org). Please include 2 references with your resume, although references will not be contacted without notice to the candidate. Application deadline is March 31, 2022.