



Senior Program Associate, Civil Legal Services

The National Legal Aid & Defender Association (NLADA), founded in 1911, America's oldest and largest nonprofit association devoted to excellence in the delivery of legal services to those who cannot afford counsel, seeks an experienced, results-driven individual to serve in the full-time position of Senior Program Associate, Civil Legal Services. This position reports to NLADA's Chief, Civil Legal Services and supports the project needs of the department. The Senior Program Associate, Civil Legal Services will be engaged in a wide range of activities, including but not limited to: leading the department's evaluation of various projects; overseeing and maintaining content on NLADA's civil legal aid resources and research web sites; developing peer-to-peer capacities for technical assistance in the field on delivery models and federal grants; maintaining, moderating and creating appropriate listservs and other forms of peer communication; establishing and maintaining an archive of resources for civil legal aid programs; staffing the committees of NLADA's Civil Council; managing a calendar of virtual training for civil legal aid providers; and staffing a helpdesk.

Qualified candidates will possess a Bachelor's degree in public policy, economics, social sciences, public administration or related field, with a minimum of two to five years of experience in the non-profit sector, legal field or public policy sector. Experience in project evaluation, and in collecting, analyzing, and organizing data, and producing reports is required. The ideal candidate will have demonstrated strong qualitative and analytic skills with a keen attention to detail and accuracy and the ability to translate information into reports. Excellent research skills using both web-based and published materials required. Significant knowledge of civil legal aid programs is preferred. The ideal candidate will have knowledge of survey and project evaluation methods. The ability to work independently and in teams is required. The position requires excellent skills in written and oral communication. Computer proficiency utilizing Microsoft Office Suite (Word, Outlook, Excel, PowerPoint) and internet; database proficiency and desktop publishing skills along with a willingness to learn HTML required. Candidates must have a strong commitment to the mission and goals of NLADA and a thorough understanding of its work, inclusive of its commitment to racial justice.

NLADA has a collegial, highly collaborative, professional office environment where employees take pride in effectively leveraging resources and fully engaging to deliver excellent results. We value service, creativity, and thought-leadership. We are conveniently located near D.C.'s Metro Rail (Red, Blue, and Orange lines).

To apply for this position send a resume, cover letter and writing sample to hr@nlada.org with the subject line "NLADA JOBS: Senior Program Associate, Civil Legal Services."

NLADA is an equal opportunity employer. Position open until filled.