

Thurston County Volunteer Legal Services
PO Box 405 Olympia, WA 98507 • 360-515-5381
www.tcvls.org



Recruitment Notice

Legal Advice Clinic and Housing Justice Project Coordinator

Thurston County Volunteer Legal Services (TCVLS) is a 501 (c) 3 organization that helps low income individuals and families get legal help in certain non-criminal laws. Trained volunteer attorneys help people navigate the legal system to resolve their own legal problems by providing legal advice and consultation. Occasionally we can match clients with attorneys for full representation. TCVLS provides legal services in Thurston, Mason, Grays Harbor, Pacific and Lewis Counties.

Thurston County Volunteer Legal Services (TCVLS) is recruiting for its core position of Legal Advice Clinic and Housing Justice Project Coordinator. This is a full-time position (35 hours per week) and supervises 1.5 FTEs. TCVLS is looking for a leader who is enthusiastic for legal justice and working with volunteers who share that commitment.

Position Summary:

The Legal Clinic and Housing Justice Program Coordinator (“Program Coordinator”) has overall responsibility for the efficient and effective operations of free legal clinics for low income residents of Thurston, Mason, Grays Harbor, Pacific and Lewis Counties. The Program Coordinator also has the primary responsibility for the operation of the Housing Justice Project in Thurston County plus outreach responsibility to Unlawful Detainer respondents in all five counties of our service delivery area.

The Program Coordinator supervises two positions (1.5 FTEs): the Clinic Coordinator who organizes legal advice clinics; and a Staff Assistant who answers the public phone line, screens callers and online referrals for eligibility, schedules clients, and provides data entry into our case management system.

The Program Coordinator is also responsible for the recruitment and retention of volunteer attorneys and non-volunteers needed for the smooth operation of the clinics.

Please read the full Position Description on our website: <https://tcvls.org/category/jobs/>

Compensation:

- \$20 to \$25 per hour
- Health Stipend of \$300 per month
- Vacation and Sick Leave

This position requires daytime hours and some evening and weekend hours. The Program Coordinator must have a valid Washington State Driver's License and automobile insurance. The Program Coordinator is required to use a personal vehicle to drive to neighboring counties and must own and license his or her own vehicle.

HOW TO APPLY: A complete application packet must be received no later than Monday, November 16, 2020. Candidates must include a cover letter, a resume that reflects the desired education and experience, and a list of three references (please include phone numbers). Application packets can be mailed or e-mailed to:

Thurston County Volunteer Legal Services

P.O. Box 405

Olympia, WA 98507-0405

or

Director@tcvls.org

TCVLS is committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. TCVLS staff and its Board of Directors believe in the power of diversity and are committed to building a culturally inclusive team.



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