



**Position:** Legal Clinic Coordinator  
**Department:** Legal Services  
**Reports to:** Manager of Legal Clinics  
**Compensation:** \$46,000- \$52,000 Annual  
**Status:** 100% Full-Time, Exempt, Regular  
**Probation:** 180 days  
**Benefits:** Medical, Vision, Dental, and Life Insurance; also including Long-Term Disability; Employee Assistance Program; and a 403(b) retirement plan

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**JOB SUMMARY:** Working closely with the Manager of Legal Clinics, and in coordination with the Los Angeles LGBT Center's (Center) Volunteer Resources Department and all Legal Services Department projects, including the Legal Advocacy Project for Survivors (Domestic Violence, Sexual Assault, Stalking), the Anti-Violence Project (Hate Crimes/Incidents and Police Misconduct), the Transgender Economic Empowerment Project, the Immigration Law Project, and the Homeless Youth Project, the Legal Clinic Coordinator will recruit, train, schedule and manage volunteers to ensure that all phone calls are timely answered and returned, that walk-in clients are timely served, and that all intake appointments are timely scheduled.

**ESSENTIAL FUNCTIONS:**

- 1) Oversee day-time walk-in hours as well as the coordination of Legal Clinics at the Legal Services Department and at off-site locations;
- 2) Provide day-to-day administrative training, scheduling and coordination of volunteers, including non-legal volunteers, paralegals, attorneys, and law students;
- 3) Coordinate the provision of services and supervise volunteers to ensure that phones are answered, calls are returned, intakes are provided, and attorney consultations, including follow-up appointments, and appropriate referrals are given;
- 4) Supervise and in the absence of volunteers, provide the walk-in hours, including supervising volunteers and assisting with intakes;
- 5) Ensure that Clinics are adequately staffed and booked and that prior to each clinic all the necessary preparations are in place, including non-legal professional volunteers, client paperwork, and appointment reminders;
- 6) Coordinate department infrastructure support, including developing, updating, and implementing: trainings and manuals for staff and volunteers which detail protocols, procedures and comprehensive services;
- 7) Coordinate with Legal Services Staff and volunteers to ensure that volunteers are collecting essential data for legal conflict checks and periodic reports;
- 8) Coordinate with Program Managers and Manager of Legal Clinics to ensure in-house referrals and data collection are handled appropriately;
- 9) Participate in staff meetings;
- 10) Other duties as assigned;

**JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Experience in working with marginalized communities;
- 4) Experience in working with survivors of violence and trauma; resilience; ability to maintain distinct work-life boundaries;
- 5) Legal background is preferred, but not required;
- 6) Volunteer experience is preferred, but not required;
- 7) Superb time-management skills; highly organized; great interpersonal skills; and excited by a fast-paced environment;
- 8) Ability to nurture an enthusiasm in volunteers to ensure retention and longevity; an attentive listener; willingness to adapt and be flexible with changes of schedule of volunteers and clients;
- 9) Demonstrated experience in developing, implementing and coordinating complex operational systems, project management, or volunteer coordination;
- 10) Capacity to ensure that volunteers provide a welcoming environment for clients experiencing trauma;
- 11) Capacity to provide a trauma-informed perspective and cultural responsiveness to the diverse populations served by the department;
- 12) Bilingual English/Spanish is required;
- 13) Ability to work evenings and weekends;
- 14) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

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**E-mail cover letter and resume as an attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org) website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)**

**Or submit cover letter with application/resume to:**

**Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028**

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.