



## People's College of Law Clinic Coordinator

People's College of Law is looking to fill the role of Clinic Coordinator with an organized, hard-working person committed to serving the diverse population of MacArthur Park and surrounding neighborhoods, helping low-income residents access legal services, and supporting law students, instructors and other lawyer supervisors to operate year-round clinics.

**PCL's Clinical Program:** People's College of Law is planning to host a series of clinics to help our low-income and indigent neighbors access information about legal issues that affect their lives – from eviction to unpaid wages, bankruptcy, child support, and immigration. At each clinic, volunteer lawyer supervisors will consult (for free) with individuals who come in seeking help. Law students will assist supervisors with the intake process (gathering basic information from the people who seek help) and may sit-in on consultations. For these clinics to be successful:

- lawyer-supervisors need to show up prepared for the consultations and any presentations they might deliver,
- students need to attend and help with set up,
- people seeking help need to be aware of the opportunity for free consultations and when/where they are happening,
- the time and place of the clinics needs to be reserved and available,
- documents, such as intake forms and waivers, need to be prepared, available, and stored properly
- and information needs to be shared appropriately and accurately, so everyone is on the same page about what their role is, what topics need to be addressed, and problems that come up.

Under the supervision of the Dean of PCL, the Clinic Coordinator will make sure clinics run smoothly. Job Duties include:

- **Maintain positive relationships with attorneys and recruit supervisors to serve at legal clinics;** this includes maintaining a list of attorney supervisors with updated information about subject-matter specialization and availability to serve in supervisory or instructional roles, as well as promptly making calls to attorneys to facilitate coordination.
- **Schedule clinics** based on supervisor availability and other feedback, and develop the annual calendar of subject-specific and general clinics in consultation with PCL Dean, staff and volunteers.
- **Recruit students** to participate in clinics and their set-up (including advertising/outreach) through email and other interactions.
- **Establish and execute an outreach plan to let local residents know about scheduled clinics** and opportunities for feedback; this includes making flyers, printing flyers, distributing flyers at local events, posting flyers in the neighborhood, creating and posting information on social media (including Facebook, Instagram, Twitter) and engaging student volunteers to assist with outreach.
- **Coordinate with PCL staff and volunteers** to make sure outreach and communication efforts with current and potential instructors, supervisors, and other volunteers, alumni, and donors are consistent, compliant and effective; this includes sharing information about clinic operations and staffing to assist supervisors and eliminate confusion about clinic roles, coordinating supervisor recruitment efforts with other PCL communications, seeking feedback

and approval regarding messaging to make sure appropriate disclosures are included in materials, and assisting with translation of materials, as needed.

- **Attend clinics** (typically 1 weekend per month) to make sure staffing plan and operations are implemented and troubleshoot issues that arise on that day.
- **Maintain records**, including clinic intake forms, in compliance with PCL policies.
- **Establishes quality control** measures and checks in to make sure staff and volunteers comply with clinic requirements and communicate timely with those awaiting information.
- **Other duties, as assigned.**

**\$26/ hour up to 10 hours/ week**

**Requirements:**

1. Verbal, reading and writing skills in English (Bilingual Spanish preferred)
2. Experience with software tools (email, word processing, canva, printing, or other) and readiness to learn other software skills (e.g. updating website)
3. Ability and willingness to attend clinics and other events as part of executing job duties
4. Social media skills to create and manage posts on Facebook, Instagram, Twitter
5. Public relations skills and experience with press releases preferred
6. Good attitude and willingness to work hard

**To Apply:** Contact [dean@peoplescollegeoflaw.edu](mailto:dean@peoplescollegeoflaw.edu) with information about your qualifications (which may be in the form of a resume and cover letter); be prepared to provide references upon request.

People's College of Law is an equal opportunity employer. People's College of Law is dedicated to providing a work environment free from discrimination, harassment and retaliation, and where employees are treated with dignity and respect.