



**LEGAL ASSISTANCE PROGRAMS COORDINATOR
FULL TIME/NON-EXEMPT POSITION
POSTING DATE: January 12, 2023**

The Veterans Consortium (TVC) seeks to hire a Legal Assistance Programs Coordinator to advance the cause of justice for veterans and their families, caregivers, and survivors. The Veterans Consortium's (TVC) Legal Assistance Programs were created to help veterans with legal issues that are outside TVC's main lines of service. The Legal Assistance Programs consists of the Legal Advice and Referral Clinic, Women Veteran Legal Assistance Program (WVLAP), and Veteran Naturalization Program (VNAP).

TVC partners with the Washington DC VA Medical Center (VAMC) to staff the Veterans Legal Advice and Referral Clinic and Women Veterans Legal Advice and Referral Clinic. These clinics create the opportunity to make an immediate and direct impact with veterans. Areas of law may include veterans benefits, military discharge upgrades, family law, consumer law, landlord-tenant law, estate planning, and employment law. WVLAP assists women veterans with claims for disability compensation for conditions related to military sexual trauma. VNAP was created to assist non-citizen veterans with their application for naturalization.

The position will be hybrid with regular DC office presence. Our ideal candidate has a passion to serve veterans, can operate with considerable autonomy, wants to help our organization grow and thrive, and is production oriented. Join our team! We offer competitive compensation and benefits, commensurate with the scope of the position and a candidate's expertise and experience. The Veterans Consortium is located at 2101 L Street, NW, Suite 840, Washington, DC 20037.

TVC is a leading independent, nonprofit organization that has provided pro bono legal representation in federal venues and complementary professional services to veterans and their loved ones or survivors since 1992. For three decades, TVC's pro bono attorneys and staff have helped more than 70,000 individuals, won nearly 6,000 cases for deserving clients, and trained more than 6,000 pro bono attorneys and associated professionals for our National Volunteer Corps.

Essential Job Functions:

- Respond to incoming inquires for legal advice and referral clinics, VNAP, and WVLAP
- Create and maintain client files.
- Work alongside attorneys to organize bi-monthly legal advice and referral clinics and quarterly VNAP clinics.
- Place cases with volunteer attorneys
- Coordinate all aspects of the volunteer management and administration, including tracking and updating volunteer information, assisting with training administration, and preparing/sending volunteer recognition documents (thank-you letters, certificates of training completion, or appreciation/commendation, etc.).
- Assist with requesting and reviewing military records, court records, and medical records.
- Assist with case planning, development, management, and legal research.
- Attend authorized trainings and seminars and represent the Consortium at authorized professional association/society meetings and outreach events.
- Perform other duties as assigned.

Job Specifications:

Education and Qualifications

- Prior legal experience preferred.
- Veteran or military/veteran spouse is an advantage.

Knowledge, Skills, and Abilities

- An understanding of legal language and principles, research methods, and other related matters.
- An understanding of the civil legal needs of low-income veterans, including the unique needs of populations that experience barriers to access to justice systems.
- Demonstrated commitment to serving low-income people and communities.
- Demonstrated skills at socio-economic and cultural sensitivity.
- Excellent verbal and written communication skills.
- Strong interpersonal skills and the ability to work well both in teams and independently.
- Computer literacy, including proficiency using production software programs, preferably Microsoft Word, Excel and Prevail, proficient in use of Citrix ShareFile or similar secure file transfer tool.
- Ability to multitask, pay strong attention to detail, and highly organized.
- Innovation and flexibility.
- Sense of humor.

Requirements of Job

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to remain in a stationary position for extended periods of time, and frequently communicate. The employee must be able to exchange information with others. This position requires occasional movement inside the office to access file cabinets, office machinery, etc. This position frequently operates a computer and other office machinery such as a copy machine, fax, shredder and computer printer. This position requires the incumbent to be able to occasionally reach for, lift and move office equipment, documentation, and supplies. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will normally work in a temperature-controlled office environment, with frequent exposure to electronic office equipment. The employee can expect to work remotely at times, utilizing a Consortium provided laptop. During visits to areas of operations, the employee may be exposed to extreme cold or hot weather conditions. The employee must be able to travel up to 10% using public and/or personal transportation. The employee will be required to be physically present in the office at least 2 days during the work week (Monday through Friday), with the option to telework on the remaining days at the supervisor's discretion.

Employment At-Will Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Employment in this position is at-will and subject to termination by the employer or the employee at any time and for any reason, with or without notice. The statements in this job description do not establish a contract for employment and are subject to change at the discretion of the employer.

Salary Range

- \$50,000 to \$60,000 commensurate to experience. This position is non-exempt.

Benefits

TVC has developed a comprehensive benefits package that invests in our staff to promote a solid work-life balance.

- Medical, dental and vision insurance with generous employer contribution.
- Life, Short-term and long-term disability insurance, TVC-paid.
- Generous paid vacation (PTO), federal holidays off and office-wide closures.
- Annual cost of living salary adjustment and separate annual merit increase consideration.
- "Summer Fridays" with half day Fridays and four-day holiday weekends from Memorial Day to Labor Day.
- Retirement 403b Savings Plan including TVC match up to 3%.
- Pre-tax commuter benefits.
- Hybrid work environment that allows for working from home but establishes regular in-person office opportunities several days a week.
- Free access to excellent on-site fitness center; rooftop penthouse and deck.
- Great location and office environment- blocks away from all metro lines (Farragut West, Foggy Bottom, Dupont Circle- Red, Blue, Orange, Yellow, Silver Lines), numerous restaurants, day care facilities and parking garages.

Interested candidates please send your cover letter, resume, writing sample of no more than ten pages, and the contact information for two references to Chesley.Roberts@vetsprobono.org.

The Veterans Consortium is an Equal Opportunity Employer

It is the policy of The Veterans Consortium that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the DC Human Rights Act and Language Access Act.