



Volunteer Coordinator

Organizational Description: For over 30 years, the Northern Manhattan Coalition for Immigrant Rights (NMCIR) has been providing high quality, trustworthy immigration-related legal services to the immigrant community. NMCIR is a non-profit organization founded in 1982 to educate, defend and protect the rights of immigrants, through direct services, civic engagement, community organizing and advocacy. NMCIR is committed to providing the immigrant community of Northern Manhattan and the Bronx with legal immigration services, including assistance with citizenship, residency, and family-based petitions, in addition to advocating around detention and deportation. We are searching for someone who has the drive, patience and cultural sensitivity to provide our clients and paralegals with high quality customer service.

Position Summary

The Volunteer Coordinator develops, manages, and supports volunteer attorney programs that provide free legal services and community outreach to low-income immigrant residents in New York. The Coordinator is responsible for recruiting and recognizing volunteers and promoting pro bono opportunities to the bar and members of the community. The Coordinator develops and implements educational programs and materials for volunteer attorneys, law school students, paralegals, and the general public.

Major Duties and Responsibilities

1. Interact with member programs and organizations to identify areas of need for free legal services for individuals with low incomes in New York and assist the members in creating and managing programs that deliver legal services.
2. Liaise between legal services entities and programs in need of pro bono assistance and members of the legal community who can provide that assistance.
3. Create and implement new projects.
4. Provide information and services to members of the public with low-incomes who seek assistance with legal issues.
5. Support volunteer attorneys and community members in participating with NMCIR legal services and community outreach programs.
6. Conduct other projects or assignments as required by the Executive Director, the Deputy Director and Programs Coordinator.



Qualifications:

- Associate's degree or some college
- Fluent in written and spoken English and Spanish is a must (proficiency or fluency in French, a plus)
- Must be detail-oriented with strong follow-through; must have administrative and organizational skills; and take pride in producing high quality work
- Basic knowledge of immigrant services and/or working with immigrant communities
- Basic computer skills (Microsoft Word and Excel)
- Professional experience in office environment is preferred
- Interest in growing professionally
- Enthusiasm and commitment to the mission and goals of the Northern Manhattan Coalition for Immigrant Rights
- Must be a "people person" who takes great pride in ensuring that each person who comes to NMCIR office is provided with the highest quality treatment and attention
- Derives energy from and enjoys working in fast-paced environment
- Works well in teams but is also self motivated

This position reports to the Community Outreach Manager

How to Apply: Send your resume and cover letter via email to team@nmcir.org.