

PRO BONO RESOURCE CENTER OF MARYLAND, INC.
Position Description for
PROJECT COORDINATOR (FORECLOSURE PREVENTION) for Home Preservation Project

The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a bright, highly organized, and self-motivated individual to join the Home Preservation Project (HPP), which provides free legal help to low-income homeowners. The Project Coordinator serves as the primary point of contact for homeowners seeking legal help at our pro bono foreclosure legal clinics. The Project Coordinator is also responsible for providing administrative and logistical support to the HPP Director and other team members and contributes to the overall mission of the HPP team. At present, the position entails primarily remote work with some office time as needed to prepare for clinics (approximately two to three times per month), plus staffing in-person legal clinics. Under PBRC's COVID-19 safety protocols, social distancing must be adhered to during in-person interactions whenever possible and all staff and volunteers must be vaccinated unless subject to an exemption. Top-of-the-line PPE, including an N95 mask, is provided.

STATUS: Full-time position. Competitive salary, dependent on experience, and an excellent benefits package including paid health insurance and employer-matched 401k plan.

PRIMARY RESPONSIBILITIES:

- Engage in extensive communication (by phone and email as well as by mail or in-person if necessary) with individuals seeking assistance.
- Facilitate client intakes and clinic registration.
- Managing client flow and logistics at the clinics.
- Assist with data entry and document management in paper and electronic systems, including our Salesforce database, related to HPP service inquiry calls, clinics, and individuals served.
- Conduct outreach to local community organizations to publicize our services.
- Research potential clinic sites.
- Provide requested project statistics to HPP Director for reporting and outcomes tracking.
- Provide administrative support for HPP Director and other team members as appropriate.

QUALIFICATIONS:

- Bachelor's Degree or a combination of associate degree and/or demonstrated skills in writing, research, analysis, and communications. Proficiency in Microsoft Office (Word, Excel, Publisher, Access) and Adobe.
- Proficiency in data collection and tracking (prior Salesforce experience preferred).
- Strong attention to detail and excellent organizational, record-keeping, and time management skills.
- Excellent written and verbal communication skills.
- Ability to work well in a fast-paced environment and cooperate and build camaraderie with a variety of people, including other PBRC staff, volunteers, clients, staff from other organizations or governmental entities, Board members, and donors.
- Must be available some evenings and weekends for clinics.
- Understanding of the principles of race and socio-economic equity and its application to PBRC's work and culture.
- Strong commitment to helping the community and ensuring equal access to justice.
- Experience with similar client communities, including lived experience, is a plus.

TO APPLY:

- Interested candidates should send, via email, 1) a cover letter describing interest and qualifications for the position, 2) a resume, 3) the names and contact information for three professional references to: jmccclary@probonomd.org with the subject line "HPP Foreclosure Project Coordinator - Last Name, First Name".
- Applications will be accepted on a rolling basis; applicants encouraged to apply by December 20, 2021.

The Pro Bono Resource Center of Maryland (PBRC)'s mission is to engage and support the Maryland legal community in meaningful and impactful volunteer service to ensure equal access to justice for those in need. PBRC is an equal opportunity employer committed to diversity. We encourage all interested persons to apply including applicants of color, people with disabilities, and others historically underrepresented in the legal field.