

The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a bright, outgoing, highly organized, and community-oriented individual to join the Home Preservation Project (HPP), which provides free legal help to low-income homeowners. The Outreach and Project Coordinator serves as the primary point of contact for community organizations, local officials, and other nonprofits to promote our services. The Outreach and Project Coordinator will build upon existing relationships and actively seek to build new relationships throughout the community to increase our visibility and facilitate client connections to our services. The Outreach and 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. The full-time position entails primarily remote work with some office time as needed, plus coordinating in-person community events and staffing in-person legal clinics. The majority of the in-person work is in Baltimore City with occasional events in Prince George's County and could expand over time to include Baltimore County.

**PRIMARY RESPONSIBILITIES:**

- Conduct outreach to local organizations (such as senior centers, churches, recreation centers, and libraries) to establish and nurture relationships, coordinate educational events, attend neighborhood meetings, and promote HPP's services to their constituents.
- Research and establish new clinic sites.
- Create and distribute promotional materials (flyers, brochures).
- Attend community-based homeownership-related events (requires occasional evenings and Saturdays).
- Conduct client intakes and registration.
- Help manage 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.
- Assist with 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 and communications.
- Experience working with community-based organizations.
- Proficiency in Microsoft Office (Word, Excel) and Adobe. Proficiency in Canva a plus.
- 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. High level of comfort cold-calling organizations and speaking to new people and well as to groups.
- 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 community events and 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.

**AMENITIES:**

- Competitive annual salary of \$45,000- \$53,000 dependent on experience.
- Excellent benefits, employer supported 401K plan, medical, dental, drug and vision coverage, short-term disability and paid vacation and sick time.

**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:

[aharris@probonomd.org](mailto:aharris@probonomd.org) with the subject line "HPP Outreach and Project Coordinator - Last Name, First Name". Only complete applications received via email will be considered.

- Applications will be accepted on a rolling basis; applicants encouraged to apply by September 15, 2023.

***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.