

## PRO BONO RESOURCE CENTER OF MARYLAND

### Position Description for Volunteer Engagement Manager

#### **Job Summary:**

The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a bright, self-motivated and outgoing individual with a commitment to public interest law and social justice to join our team. The position will entail helping to manage the existing volunteer attorneys, students, interpreters and others as well as strategizing and implementing outreach efforts to engage new volunteers. This may include presentations to law firms, bar associations, corporate counsel offices, and other gatherings and working one on one with individuals interested in pursuing work to ensure access to the justice system. Applicants should be passionate about advocating for the rights of low-income consumers, tenants, immigrants, senior homeowners and other marginalized groups and work collaboratively with staff and partner agencies. This newly created position will offer the opportunity to pilot new initiatives and strengthen new partnerships within the legal and non-legal communities.

**Both full-time and part-time applicants will be considered.**

#### **Primary Responsibilities:**

- Manage pool of existing volunteers at PBRC, including connecting them to resources and mentors
- Recognizing volunteers through a Volunteer Reception, thank you notes and awards
- Working with 13-15 Professional Skills Academy Fellows annually, tracking their volunteer services and coordinating events
- Coordinating and conducting presentations and meetings with law firms, corporate counsel offices, state, local and specialty bar associations, and other locales to recruit volunteer attorneys, paraprofessionals and others
- Collaborating with PBRC departments on ways to engage, retain and support volunteers
- Mentoring and responding to volunteer questions
- Administering new volunteer engagement processes and practices
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#### **Qualifications:**

- Highly organized, detail oriented and responsible
- Excellent people skills
- Experience with volunteer management and/or engagement
- Proficient in using databases and Customer Relationship Management (CRM) systems, with a strong ability to navigate and utilize Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) for various administrative and reporting tasks
- Access to transportation for community outreach
- Legal background helpful
- Strong commitment to helping the community and ensuring equal access to justice.

#### **Amenities:**

- Competitive salary ranging from \$56,000 – \$68,000 depending on experience
- Full time position with excellent benefits package including paid health insurance, disability insurance, and employer-matched 401k plan; paid sick and vacation leave; and paid holidays

**OR**

- Part time position with select pro rata benefits
- Hybrid in person/remote work

**TO APPLY: Interested candidates should send, via email, 1) a cover letter describing interest and qualifications for the position, 2) a resume, and 3) the names and contact information for three professional references to: Liz Twigg,**

[ltwigg@probonomd.org](mailto:ltwigg@probonomd.org); with the subject line "Volunteer Engagement Manager" with Last Name, First Name.

- Applications will be accepted on a rolling basis; applicants encouraged to apply promptly.

***NOTE All staff and others working on PBRC-related activities must be fully vaccinated or have an approved exemption granted. Proof of Booster: Proof of the booster vaccination (determined by compliance with updated CDC / FDA definition) must be submitted to the Executive Assistant.***

*PBRC's mission is to champion equitable access to justice for Maryland's marginalized communities by providing legal help, pioneering collaboration with partners, and advocating for economic and social justice.*

*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.*