

# AMERICORPS LEGAL ADVOCATES OF MASSACHUSETTS

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c/o JUSTICE CENTER OF SOUTHEAST MASSACHUSETTS LLC  
A subsidiary of South Coastal Counties Legal Services, Inc.

## **AmeriCorps Legal Advocates of Massachusetts seeks a full-time Program Coordinator**

**Location:** Brockton, MA  
**Salary:** \$40,000  
**Dates:** Immediate opening

AmeriCorps Legal Advocates of Massachusetts places 36 college and law school graduates in legal services organizations throughout Massachusetts to provide legal assistance for low-income people in civil matters. This vibrant and fast-paced program has a budget of \$1.5 million and is managed by two full-time staff: a Program Director and Program Coordinator.

The Program Coordinator will have an opportunity to engage in non-profit management, develop and maintain excellent programming, and impact access to justice. While the project is housed in a busy legal office, the Program Coordinator will not have any direct responsibilities for substantive legal work.

### **Responsibilities:**

- Fostering and managing relationships with AmeriCorps members, host site partners, prospective applicants, and alumni, including communications, training, and mentoring;
- Creating, scheduling, and staffing training and team building events state-wide;
- Development of training materials for AmeriCorps members and onsite supervisors;
- Fostering the impact and growth of the program's social media presence;
- Creating, gathering, tracking and updating documents and information related to onboarding, exiting, and monitoring the progress of service members throughout the program year;
- Opportunity to participate in program evaluation activities, including partner site visits;
- Management of yearly recruiting for AmeriCorps service members;
- Handling of personal data and information;
- Assisting the Program Director with federal grant compliance, including report writing;
- Troubleshooting and problem-solving.

Depending on interest, duties could also include long-term writing projects and delivering training modules.

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TEL 508.638.0150 FAX 508.587.3222



## Qualifications:

- A minimum of a BA/BS degree;
- 1-2 years of relevant work, volunteer, or service experience;
- Mature, professional, and a team player;
- Interest in how a non-profit organization develops and maintains systems to ensure the smooth operation of its programming;
- Advanced organizational skills and attention to detail;
- Strong communications skills, including writing, proofreading, and a sensibility for the impact of graphics and design;
- Strong ability to manage time and multiple projects;
- Ability to show discretion when working with sensitive information;
- Experience developing trainings a plus;
- Enjoys working with people;
- Has regular access to a car.

Benefits include generous health and dental insurance, and paid vacation, personal and sick time. SCCLS and ALA-Massachusetts are committed to hiring alumni of AmeriCorps and other national service programs.

Interested candidates should send a resume, cover letter, and contact information for three references to Amy Copperman, Program Director, ALA-Massachusetts, [acopperman@justicema.org](mailto:acopperman@justicema.org). Please include "Program Coordinator Position" in the subject line.

*ALA-Massachusetts is a project of South Coastal Counties Legal Services, Inc. (SCCLS). Since 2005, ALA-Massachusetts has been funded through the Corporation for National and Community Service and is housed at the Justice Center of Southeast Massachusetts in Brockton, a wholly owned subsidiary of SCCLS. ALA-Massachusetts is an equal opportunity project, available to all, without regard to race, color, national origin, disability, age, sex, sexual orientation, political affiliation, or religion. We are committed to the inclusion of people with disabilities and provide reasonable accommodations upon request.*