

# APB JOB POSTING

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## VOLUNTEER COORDINATOR

### 1.0 FTE PERMANENT POSITION

**Access Pro Bono (APB) is seeking a positive and energetic candidate who is both a team player and highly self-motivated for the position of Volunteer Coordinator.**

The new APB Volunteer Coordinator will be responsible for engaging, supporting, and inspiring lawyers, law students, and members of the community to volunteer with APB across our full range of legal service programs.

This is a full-time permanent position, offering an annual salary between \$60,000 and \$65,000 (depending on experience), benefits, and five weeks of vacation annually. We may be open to negotiating a salary outside of the set range depending on the candidate's qualifications and experience. The successful candidate must be located in BC's Lower Mainland but may work from home on a hybrid basis. The ideal candidate will start in August 2024.

#### **Main Duties & Responsibilities**

- In collaboration with program staff, recruit lawyer and non-lawyer volunteers to support APB's pro bono programs
- Develop new and improve upon existing training protocols to onboard new client call volunteers to compassionately and competently respond to calls from APB's client hotline and respond to online inquiries through APB's online triage form
- Act as the first point of contact for all interested and new APB volunteers, ensuring all lawyer and non-lawyer volunteers have accurate information about APB's programs, volunteer opportunities, and resources
- Build and retain strong relationships with existing volunteers
- Develop and implement strategies to increase volunteer recruitment, engagement, and retention
- In collaboration with program staff, lead the development of volunteer training manuals and resource materials for all APB programs
- Develop and deliver presentations to law firms, law associations, community organizations, and other stakeholders
- Perform general administrative duties in support of APB's executive staff, including generating monthly volunteer statistics
- Participate in the planning and execution of volunteer recognition and engagement events including APB's volunteer appreciation breakfast and Pro Bono Going Public Advice-a-Thon
- Track and promote volunteer accomplishments in APB newsletters, on social media, and in reports to funders

## **Qualifications, Experience & Skills**

- Post-secondary education or equivalent experience in law, legal administration and/or advocacy, social services, counseling, or criminology
- 2 or more years of experience working in a non-profit organization or charity
- Experience training and managing volunteers
- Strong record-keeping and administrative skills
- Demonstrated commitment to the advancement of social justice
- Knowledge of BC's justice system, court and tribunal procedures, and legal resources
- Excellent verbal communication and writing skills
- Experience serving people of diverse cultural and socioeconomic backgrounds with kindness and compassion
- Demonstrated ability to work independently and in a strong team environment
- High degree of initiative and willingness to take ownership and shape a newly-created role
- Proficiency with Mac computers and Microsoft Office, and a willingness to learn, use, and continuously adapt to new legal technologies

## **How to Apply**

Interested candidates should email Heather Wojcik (she/her) at [hwojcik@accessprobono.ca](mailto:hwojcik@accessprobono.ca) by **4:00pm on Friday, July 26, 2024** with their cover letter and resume attached in PDF format as **one continuous document**. No telephone calls please. Interviews will be conducted on a rolling basis, so **please apply early**. Only candidates who are shortlisted for an interview will be contacted.

**APB is committed to building an inclusive and diverse workplace, representative of the diverse communities that make up BC. We strongly encourage applications from all qualified applicants. Applicants from traditionally underrepresented or marginalized groups including Indigenous people, people of colour, 2SLGBTQ+, and people with disabilities will be prioritized and are encouraged to self-identify in their cover letter if they feel comfortable doing so.**