



JOB TITLE: Content Management and Technology Specialist II
STATUS: 20-25 hours/week
DATE: Apply by February 4, 2022
REPORTS TO: Director of Indiana Legal Help

To Apply: Submit cover letter and resume to kguerrero@inbf.org, please reference *Technology Specialist II* in the subject line.

Position Summary

This position serves as a Content Management and Technology Specialist with Indiana Legal Help (ILH) and the Indiana Bar Foundation's civil legal assistance department, supporting the ILH Director with implementation, training, maintenance, testing, marketing, and support of legal help content available for use by attorneys, legal assistance organizations, and self-represented litigants. The Content Management and Technology Specialist supports maintenance of the contact management database for the civil legal assistance department and the organization of the annual Coalition for Court Access conference.

Essential Duties and Responsibilities

Responsibilities include, but are not limited to:

- Coordinate and oversee the updating of legal help providers' contact information listed on the Indiana Legal Help (ILH) website.
- Respond to questions received through the ILH website.
- Participate and provide staff support for the Coalition for Court Access.
- Create and update forms, guided interviews, short videos, screencasts, and webpages as needed.
- Promote the ILH program with our community partners across Indiana, including with courts, bar associations, and local libraries.
- Participate in efforts to identify and obtain additional funding for ILH.
- Promote and maintain the Pro Bono Opportunity Guide.
- Grant administration duties as assigned.
- Collaborate with the Marketing and Communications Manager on messaging and branding.

Qualifications

Qualified candidates will have experience in the legal field, a strong desire to support open access to courts, and be detail-oriented. Candidates must be willing to learn and implement new technology. Experience with Adobe Acrobat, Word Press, PowerPoint, app creation, social media, and other technology resources preferred. **This is a hybrid position, with some in-office and some remote work required.**