



## **Standing with Families Project Manager—Position Announcement**

Volunteer Lawyers Birmingham seeks to hire a **Standing with Families Project Manager** who has proven project management, organizational, and administrative skills with a passion and a capacity for service to improve opportunities for those with the greatest need.

Volunteer Lawyers Birmingham (VLB) is a corps of attorney volunteers coordinated by a professional staff driven to improve access to justice. VLB is the only non-profit in the state of Alabama that provides immediate access to free high-quality attorneys so low-income families can obtain critically needed legal services.

The Project Manager will perform a number of critical duties by:

- Evaluating current conditions, history, and legal and social service needs of each family in the program.
- Assisting in creating stability and safety for families in the program.
- Being a super user of VLB's client management system to facilitate efficient check-in of clients and obtaining necessary eligibility, case, and reporting information.
- Leveraging VLB's client management system to monitor cases and identify potential volunteer attorneys for pro bono assistance of clients.
- Writing accurate and compelling case summaries to market cases to potential attorney volunteers for acceptance.
- Developing and facilitating a referral network of social service agencies where clients can obtain wrap-around services in addition to legal assistance.
- Monitoring and proactively contact attorneys who have accepted extended representation cases on a regular basis to provide assistance and support.
- Leveraging the client management system to facilitate successful outcomes.
- Continually seeking ways to improve by benchmarking to other programs and building relationships with other nonprofits with similar goals.

Highly qualified candidates will:

- Believe authentically in VLB's work of providing access to free high-quality attorneys.
- Have social work or other experience working with underserved families or populations.
- Work proactively and thrive in a fast-paced, dynamic environment.
- Operate with a mindset of learning, listening, and achieving goals

Applicants should submit a cover letter, salary expectations, and resume to [HR@VLBHAM.ORG](mailto:HR@VLBHAM.ORG) with the relevant job title in the subject line. Please, no direct emails or phone calls to Volunteer Lawyers Birmingham staff.