



## Program Manager Job Description

### **About Legal Link:**

Legal Link is an Oakland-based nonprofit organization whose mission is to remove legal barriers that prolong poverty by adding critically needed capacity to the legal ecosystem. We embed legal navigation support in community-based settings by training and supporting frontline partners to identify legal issues, surface unmet legal needs, and access legal protections. We envision a world in which communities rise out of poverty with equitable access to a just legal system.

### **About the Position:**

Legal Link is an innovative nonprofit entering an exciting phase of growth. We are looking for a dynamo individual who is passionate about justice to join our small but mighty team. The Program Manager will engage in core administrative and program-related tasks in support of Legal Link's mission. The Program Manager will be responsible for executing the day-to-day activities of Legal Link's core training and fellowship programs. The Program Manager will work under the direct supervision of the Co-Executive Director. The Program Manager is a full-time, salaried position.

### **Roles + Responsibilities:**

Support all aspects of Legal Link's Programs, including administration, logistics, and general program support, including:

- Managing legal clinics with partner organizations
- Developing and maintaining training materials
- Supporting partner engagement and outreach
- Completing data entry and analysis
- Maintaining web-based resources
- Drafting and managing social media content
- Assisting in monthly newsletter publication
- Conducting research on select Legal Link-related issues
- Other administrative activities as needed

### **Knowledge, Skills + Abilities:**

- Self-motivated, curious, goal-oriented, and collaborative
- Organized and detail-oriented
- Strong written and verbal communication skills
- Outstanding work habits: punctuality, communication, reliability, cooperation, professionalism
- Strong commitment to Legal Link's mission and to social justice
- Adept with or able to quickly learn new online platforms, such as social media, Google Drive, Mailchimp, and Salesforce
- Demonstrated commitment to diversity, equity and inclusion
- Must be able to perform all essential job requirements and responsibilities within what would be considered reasonable accommodation
- Prior experience working beside communities experiencing housing insecurity and poverty is desirable
- Spanish language skills are strongly desired



**Education + Qualifications:**

- No prior legal experience necessary
- We are open to a wide variety of backgrounds and levels of experience, but in general we are seeking someone who has a minimum of 2-4 years of work experience, part of which could include education (e.g. Associate's Degree, Bachelor's Degree, and/or graduate degree)

**Employment Type, Salary + Benefits:**

- Employment Status: full-time, exempt
- Salary range: \$55,000 - \$70,000 depending on experience
- Legal Link also offers excellent benefits, which include health coverage, generous paid time off, sick leave, and parental leave.
- Expected start date: April 2022
- Location: Bay Area (Remote for time being)

**How to Apply:**

Please email a cover letter, resume, and three references to [support@legallink.org](mailto:support@legallink.org). Applications will be considered on a rolling basis. *Please be sure to include "Program Manager" in the subject line of the email.* In your cover letter, please answer the following questions and include any salary requirements:

1. Why are you interested in legal navigation?
2. What experience, if any, do you have working with communities experiencing housing insecurity?