

Court-Based Programs Coordinator (Calgary)

About PBLA

Pro Bono Law Alberta (PBLA) is a not-for-profit charitable organization with a mission to be a leader and valued partner in fostering pro bono contributions by the legal community to facilitate access to justice for Albertans. Our employees enjoy a collegial, professional, and flexible work environment, with opportunities for impact work and development.

Organizational Relationships

The Court-Based Programs Coordinator (Calgary) works alongside other program coordinators with supervision by the Director of Projects and Engagement. The Court-Based Programs Coordinator reports to the Executive Director.

This is a full-time position (1.0FTE/35 hours per week) located in Calgary, Alberta, with occasional travel.

The Position

The Court-Based Program Coordinator (Calgary) is responsible for the administration of PBLA's Court-Based Programs in Calgary: Civil Claims Duty Counsel (CCDC) Project and the Queen's Bench Court Assistance Program Project (QB Amicus).

Key Responsibilities

ADMINISTRATION OF CALGARY COURT-BASED PROGRAMS

Administration of the CCDC and QB Amicus Programs in Calgary includes:

- Law firm, volunteer lawyer, articling student, law student and other volunteer management and coordination (scheduling; general communications; dealing with incidents; providing on- going training; volunteer survey and feedback; among other activities);
- Court liaison management (court clerks, courthouse security and other court-based services);
- Attendance at the courthouse to facilitate and administer both programs;
- Managing online platforms for program delivery;
- Developing and reviewing program and volunteer handbooks, manuals and guidelines;
- Monitoring program policy, procedures, and protocols; and
- Working with the Director of Projects and Engagement and other PBLA staff to develop a volunteer recognition plan and organize volunteer recognition events throughout the year; and

PROGRAM EVALUATION AND REPORTING

- Responsibility for the collection and collation of program statistics, outputs, and qualitative feedback from volunteers and members of the public assisted through the programs.
- Assist with the development and implementation of outcomes measurement for the

- Court- Based Programs; and
- Support the generation of internal and external program reports.

In addition, the Court-based Programs Coordinator (Calgary) will provide occasional support for program promotion and other PBLA events, initiatives, and partnerships.

In keeping with the parameters of PBLA's mandate and mission, the Court Based Program Coordinator (Calgary) will not provide direct service, including legal advice, to the public unless directed to do so by the Executive Director or if required in an emergency.

The Person

- Skills/Characteristics

- A background in program development, volunteer management, evaluation, and a demonstrated commitment to the advancement of social justice;
- A post-secondary degree and/or related experience. A law degree is an asset;
- Experience working for a not-for-profit agency and/or a law-related organization is a definite asset;
- Superior writing, editing and verbal communication skills;
- Proficiency in working with relational databases, Microsoft Office Suite and Adobe PDF;
- Exceptional interpersonal skills, a customer service orientation, and the ability to establish and maintain effective and appropriate working relationships with staff, volunteers, the general public and other organizational stakeholders;
- Have a high standard of ethics and morals;
- Ability to identify objectives, set priorities, organize and establish procedures;
- Ability to balance working in a changing and team-oriented environment with working independently.
- Ability to maintain confidentiality of sensitive and private data;
- Comfort with and aptitude for learning new technology systems; and
- Flexible, with a disposition to assist wherever needed.

How to Apply:

Interested candidates who meet the above requirements should apply by sending a cover letter, résumé and two letters of reference to the attention of:

Nonye Opara, Executive Director
Pro Bono Law Alberta
301, 255 – 17 Ave. SW
Calgary AB T2S 2T8

Or by e-mail to
Marilou Stegmeier, Finance and Administrative Coordinator, at: admin@pbla.ca

PBLA is an equal opportunity employer. We offer a competitive salary that is commensurate with industry standards and appropriate for a charitable organization of our size, as well as a great benefits package.

This competition may be used to fill other positions within the organization and will remain open until a suitable candidate is found. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.