



Community LEGAL Resources

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Legal Referral Program Coordinator

The mission of Michigan Community Resources is to support and empower nonprofit community based organizations working in low-income communities, with an emphasis on community and economic development, by providing pro bono legal services and technical assistance.

MCR seeks a focused and diligent candidate to fill the position of **Legal Referral Program Coordinator**. The Legal Referral Program Coordinator will work at MCR's downtown Detroit office. The Legal Referral Program Coordinator will support MCR primarily through the administration of the Pro Bono Referral Program. The Pro Bono Referral Program matches nonprofit organizations with volunteer attorneys to resolve legal issues. These may include employment, real property, corporate structure, and other transactional matters.

Specific Responsibilities Include:

- Administer the Pro Bono Legal Referral Program through daily use of the Salesforce Customer Relationship Management Platform
- Conduct client interviews and identify key legal issues
- Oversee client intake, placement, and follow-up on referrals to volunteer attorneys
- Track volunteer involvement and work to recognize outstanding volunteer service
- Generate ideas about new program concepts, business opportunities, and partnerships that strengthen and increase the impact of MCR's legal and policy programs
- Coordinate with Fund Development and other staff to provide necessary tracking, information, and feedback for grant reporting
- Assist with evaluation of the referral program
- Prepare reports of referral program activities and outcomes, including an annual report
- Other duties as assigned by Program Director and/or CEO

Skill Requirements:

- Certification as a paralegal;
or
- JD and admitted to practice in the State of Michigan;
or
- Comparable work experience to include training in legal confidentiality
and:
- Detail oriented and comfortable performing repeated, routine tasks daily
- Excellent interpersonal and communication skills in diverse settings
- Highly organized and adept at handling multiple tasks at once
- Ability to work effectively in fast-paced, very dynamic, team environment
- Strong analytical and problem-solving skills
- Ability to maintain confidentiality and handle sensitive situations effectively
- Experience with issue spotting, case analysis, and client management

Preferred Qualifications:

- Proficiency in Salesforce or similar client management systems
- Background in tax exempt organizations, business law, or real property law
- Experience working with community organizations and the nonprofit sector

Compensation for this position is \$40,000 with a generous benefits package. Interviews begin immediately. Send cover letter, resume, writing sample, and references to jobs@mi-community.org Please put "Application for Legal Referral Program Coordinator" in the email subject line. For more information on Michigan Community Resources, visit www.mi-community.org or www.neighborhood-exchange.com.

Commitment to Diversity

Michigan Community Resources works to ensure diversity at all levels of the organization. To this end, MCR strives to broaden the diversity of the staff and board across all parameters, in balance with recruiting and retaining the very best candidates available with respect to educational attainment, skills, and professional experience. MCR is an equal opportunity employer.