



Position Announcement: **COALITION COORDINATOR**

Posted September 22, 2023

About NYLSC:

Formed in 2014, the New York Legal Services Coalition (NYLSC) is a 501(c)3 nonprofit organization that consists of approximately 50 civil legal services organizations serving every county in New York State. Member organizations provide a full range of legal advocacy and assistance to address the needs of persons eligible for legal assistance in non-criminal matters and conflicts, such as family law, tenants' rights, immigration, elder law, and a host of other areas. Member agencies ensure access to civil legal assistance for all New Yorkers in need, with a commitment to social justice and equal opportunity for all.

In a recent strategic planning process, the Board of Directors re-affirmed the mission of the Coalition:

*To better serve our clients, the NY Legal Services Coalition **leverages the collective strength and wisdom** of its members to:*

- **Educate, strategize and advocate for fundamental funding fairness and equity** to assure the delivery of high quality civil legal services for low-income people across the state;
- Collaborate to develop strategies to help members organizations **attract and retain talent, provide staff training and development, and strengthen service delivery and organizational management;** and
- Promote policies and initiatives that will **advance the interests of those served by our member agencies.**

The work of the Coalition is primarily carried out by its Members and Standing Committees. The fourteen-member Board serves as the governing body for the Coalition overall. It is led by an Executive Committee and its elected officers, with key functions carried out by a Board Nominating/Governance Committee.

Role of the Coalition Coordinator:

The NYLSC Board seeks to hire a capable, energetic, and highly organized Coalition Coordinator to support the Board and the Standing Committees in planning and implementing the work of the Coalition. While Coalition Members are central to establishing the policy agenda and priorities, and are instrumental to direct advocacy with legislators, the Coalition has been most effective when a central staff person bears responsibility for handling communications with members, convening meetings, coordinating and supporting leadership in its work, and doing project management to assist with and assure follow-through on Committee work.

Core responsibilities of the Coalition Coordinator are to:

- Facilitate, serve as staff to, support and prompt the Board and [Co-]Chairs of all Committees:
 - For meetings and communications
 - To assure the agenda is set, distributed and prepared for
 - For recruitment and engagement of committee members
- Serve as a member of all Board Committees and support their work and that of the larger Board by:
 - Attending all Board, Committee, and Member meetings (several per week)
 - Scheduling and setting up meetings utilizing MS Teams, Outlook and Zoom.
 - Taking notes to record decisions, attendance, next steps, follow-up responsibilities
 - Assuring that communications get to relevant players in a timely manner before and as follow-up to all meetings
- Attend to “program manager” functions for the mission-focused Standing Committees, including:
 - Pro-actively prompting Standing Committees and Chairs to schedule and convene meetings
 - Participating in committee discussions as appropriate
 - Attending to follow-up work for Standing Committees and assisting Committee Chairs/volunteers, possibly to include: drafting and administering surveys among the larger Coalition Membership; conducting follow-up research; communicating to volunteers about action steps; and supporting implementation of action steps
- Ensure compliance with Coalition policies, processes, and procedures
 - Maintain Quickbooks account and providing monthly reports to Treasurer and Board
 - Serve as organization’s primary contact with banks, contractors, and other vendors
 - Manage and update the organization’s website utilizing Squarespace app
 - Ensure timely bank deposits of member dues and bill paying to vendors
 - Maintain member lists and groups
 - Communicate with members regarding administrative matters, including payment of member dues
 - Support recruitment, training, and onboarding efforts for new Board members

Ideal qualities, experience and qualifications:

- Bachelor’s degree, plus 4-5 years of related experience
- Some familiarity with the field of civil legal services
- Extremely well-organized with strong project management skills; able to master administrative systems to manage and track multiple project activities
- Strong people skills; able to work with busy attorneys, both to offer support *and* keep them focused, reminding them of tasks with grace and a sense of humor
- A good writer and communicator

- A strong sense of mission; self-motivated; able to work independently, with flexibility to engage with a breadth of players, including Board members, Committee leaders, volunteers, and external partners

Compensation and structure of position:

This is a full-time position (35 hours per week) and is budgeted at approximately \$50,000 annual salary. The Board President and Executive Committee will serve as the primary point persons for initially training and ultimately guiding the Coalition Coordinator, although the Coordinator will receive guidance and requests from multiple Board members and Committee leaders. **Work will be 100% remote;** however, the Coordinator must be able to travel to Albany, or other cities in NY State, for meetings several times per year with travel/accommodation costs reimbursed.

NYLSC does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, age, or marital status.

Applications will be reviewed and interviews scheduled on a rolling basis. To apply, please email your resume to NYLSC President, Tina M. Foster, at nylsc@nylsc.org.