

Post Date: 06/30/2021

Title: Program Coordinator

Status: Full-Time (40 hours) with Benefits

Location: Baltimore City, MD and remote

Pay: \$48,000 + competitive benefits package

REQUIREMENTS:

- Bachelor's Degree
- Two years of program and/or volunteer coordination, classroom instruction, or related experience preferred
- Working knowledge of the law and courts a plus
- Ability to work comfortably and build rapport easily with various populations, including lawyers, judges, youth, and educators
- High level of proficiency with computer applications - working knowledge of Adobe and Microsoft Office including Access, Word, Excel and Publisher
- Proficient with Salesforce
- Possess excellent verbal and written communication skills;
- Be a self-starter, and be organized, detail-oriented, and able to multi-task;
- Ability to monitor, analyze, consult, and report on programs and services;
- Able to work with minimal supervision, as well as to function effectively and collaboratively in a team environment.
- Working knowledge and high level of comfort with Marketing and Social Media platforms including Constant Contact, Facebook, Instagram, and others

JOB DESCRIPTION: The Program Coordinator is responsible for supporting MYLAW in planning, executing and implementing programs including the Statewide High School Mock Trial Competition, Law Links Internship, and Baltimore City Council Page Program.

Duties for this position are performed primarily at MYLAW's main office, though travel throughout the Maryland region is required when necessary. This position reports directly to the Executive Director.

RESPONSIBILITIES AND RELATED TASKS:

Assist in development of program objectives and implement and monitor programming to meet desired outcomes:

- Develop, schedule, and facilitate program activities;
- Develop age and level-appropriate curriculum and related activities around current topics;
- Develop relevant program correspondence, brochures/publications, and end-products for programs;
- Coordinate major program events and corresponding print materials;
- Develop annual outreach plan according to program needs and capacity;
- Recruit and select program participants and volunteers using appropriate promotional and marketing methods, such as letters, brochures, and presentations at schools/meetings;
- Assist with grant proposals and accurate reporting to funders.
- Ensure program database is maintained for program participants and recruitment sites;
- Any other duties as assigned

Applicants should email resume and letter of interest to shelley@mylaw.org. Please indicate your earliest possible start-date. Maryland Youth and the Law (MYLaw), which is located in Baltimore City, is an equal opportunity employer.