



FOUNDATION

Mobile Legal Clinic Coordinator, Milwaukee Justice Center

JOB DESCRIPTION

GENERAL PURPOSE OF THE JOB:

The Mobile Legal Clinic Coordinator oversees operations of the Milwaukee Justice Center Mobile Legal Clinic: a partnership of Marquette University Law School and the Milwaukee Bar Association. This position is full time, averaging 40 hours per week. This position is funded through the Milwaukee Justice Center's partnership with Marquette Law School (including the Mobile Legal Clinic Support Fund), the Milwaukee Bar Association and Milwaukee Bar Association Foundation. The person in this position will be employed by the Milwaukee Bar Association with job responsibilities taking place at the Milwaukee Justice Center.

ABOUT THE MOBILE LEGAL CLINIC , MILWAUKEE JUSTICE CENTER, and MARQUETTE VOLUNTEER LEGAL CLINICS

If the legal system is to be seen as equitable, impartial, and just, all people require access to information and advice that is relevant to their unique circumstances. The Milwaukee Justice Center provides services to over 10,000 individuals per year who are representing themselves in their civil legal matter without the assistance of an attorney. The MJC offers self-help services through the Family Law Self-Help Desk, brief legal advice and referrals through the Marquette Volunteer Legal Clinics and dispute resolute through Parenting Conferences. The Marquette Volunteer Legal Clinics provide brief legal advice and referral services on most civil legal matters at various locations and times.

The Mobile Legal Clinic, a large van specially outfitted with wireless internet, laptops, printers, seating, and tables, takes the successful Marquette Volunteer Legal Clinic model to the street throughout Milwaukee County (examples include churches, food pantries, community centers, and schools). The Mobile Legal Clinic partners with several local law firms and dozens of individual volunteer attorneys to provide services in partnership with a variety of local organizations.

The Mobile Legal Clinic has received a number of honors for its innovative approach to civil legal aid services. The Mobile Legal Clinic has been recognized as one of the *Milwaukee Journal Sentinel's* "Big Ideas of 2013", the 2014 Wisconsin Innovation Awards, the 2014 State Bar of Wisconsin Legal Innovation Awards, the 2014 *The National Jurist's* "15 Most Innovative Clinics", and the 2016 Archdiocese of Milwaukee's "Treasures of the Church" Award.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

MOBILE LEGAL CLINIC

- Serve as on-site clinic supervisor during Mobile Legal Clinic outings, including supervising Public Ally AmeriCorps fellow and student employees, and attorney and student volunteers;
- Develop schedule for Mobile Legal Clinic services within the Milwaukee community, working in conjunction with community-based agencies;
- Collaborate with Marquette Estate Planning Clinic Coordinator to schedule Estate Planning Clinics in community;
- Maintain schedule for Mobile Legal Clinic day-of clinic supervisors, attorney volunteers, and student drivers; coordinate law student schedules with Marquette Volunteer Legal Clinic staff;
- Coordinate recruitment and training students to serve as drivers / intake workers for Mobile Legal Clinic.
- Create marketing plan for upcoming clinics, including attending local events in advance of the clinic with students or Public Ally AmeriCorps fellow;
- Assist with the development and implementation of a social media and public relations strategy;
- Coordinate vehicle maintenance and repairs, both routine and as needed, in addition to driving the bus to and from clinic locations;

- Work closely with the MJC staff and Mobile Legal Clinic advisory team on program delivery;
- Develop gift and grant applications and proposals, with the Mobile Legal Clinic Advisory Team; and,
- Review and evaluate existing operating procedures for implementing the Mobile Legal Clinic.

MILWAUKEE JUSTICE CENTER

- Assist with clinic supervision (family forms, Marquette Volunteer Legal Clinic), as needed;
- Assist with annual Run for Justice fundraising and planning;
- Participate in relevant “access to justice” committees (e.g. MBA Committee on Legal Access, MULS Coalition on Access to Legal Resources);
- Assist with student trainings as needed; and,
- Other duties as assigned by Milwaukee Justice Center Staff.

MARQUETTE VOLUNTEER LEGAL CLINIC

- Assist with clinic supervision (House of Peace, United Community Center), as needed and available;
- Assist with implementation of technology updates at various clinic locations; and,
- Other duties assigned by Marquette Volunteer Legal Clinic staff.

LICENSE/CERTIFICATION:

- Valid Wisconsin Driver’s License
- Admission to the Wisconsin State Bar, strongly preferred

MINIMUM QUALIFICATIONS:

- Proven ability to develop and implement program / event goals is required;
- Certification as a Notary Public in Wisconsin, or ability to become a Notary Public, is required;
- Extremely effective written and oral communication skills; ability to communicate with a variety of groups, including organization leaders, volunteers, and the general public ;
- Ability to manage time, set priorities, and accomplish project needs independently;
- Be a positive and collaborative team member with MJC staff / leadership and with MJC partners;
- J.D. from an accredited law school and a license in good standing to practice law in the State of Wisconsin are strongly preferred; and,
- Experience in public service and civil legal practice, with familiarity with Milwaukee County Courts is preferred.