CATALYSTZONE

CONTRACT POSITION AVAILABLE

Community Logistics and Volunteer Coordinator (Part-time/variable hours)

- 6 Month Part-time Contract beginning in or around mid-March 2020. Additional contract extensions possible.
- Some evening/weekend hours required.
- Reliable transportation required. Mileage, parking and/or public transportation costs reimbursed.
- Cellphone required.
- Access to the internet and basic computer skills required.

The *Neighbors Designing Justice* Project is being funded by the DC Bar Foundation to bring community members and providers together as partners with legal aid and other law-related nonprofit and stakeholders to explore how legal information and assistance could be delivered to a community with low incomes in the most easily accessible and usable ways.

The Community Logistics & Volunteer Coordinator will serve as a member of the *Neighbors Designing Justice* Anacostia project team, along with the Community Building & Engagement Leader, the Community Lawyering Leader and the Project Leader. General supervision will be provided to team members by the Project Leader.

The Community Logistics & Volunteer Coordinator will be responsible for handling all logistics related to telephone, online and in-person meetings and events throughout the course of the project. The position will also coordinate all volunteer activities. On an as-needed basis the Community Logistics & Volunteer Coordinator will attend telephone, online and/or in-person meetings, take notes and provide meeting summaries and next step documentation afterwards.

Skills, Abilities & Qualifications:

- Previous experience handling meeting and event logistics such as securing meeting space and supplies, creating event calendars, drafting agendas & meeting summaries, tracking attendance, etc required.
- Previous experience coordinating volunteers in a paid or unpaid capacity strongly preferred.
- Outgoing personality and ability to work with people from a variety of backgrounds.
- Excellent organizational skills with ability to manage diverse projects simultaneously.
- Excellent oral and written communication skills.
- Ability to work independently and as part of a collaborative team.
- Technology skills including expertise with text, e-mail, social media, basic database/spreadsheet programs Microsoft Word or similar Google tools.
- Understands the roles and contributions of all sectors of the community.
- Special interest in building power among people of color with low incomes to fight for social, economic and racial justice.

Special consideration will be given to candidates who live, or have lived, in or near the Anacostia area or Southeast DC.

To apply, please mail your email your resume and cover letter to: melissa@catalystzone.com by Friday, February 28, 2020.

CatalystZone, LLC is an independent consultancy under contract to the DC Bar Foundation to serve as project leader for Neighbors Designing Justice.