

**WOMEN'S LAW CENTER of Maryland, Inc.**  
**Job Opening**

Job Title: **Legal Coordinator**

Location: **Towson, Maryland**

Status: PT – 25-30 hours per week, with possibility of full time depending on funding

Salary: \$31,544 (25 hours)

Benefits: Excellent benefits, including unlimited PTO, paid family leave, simple IRA, parking, and more, all prorated; hybrid-remote work policy after a probationary period.

Office climate: Progressive, flexible, business casual dress, committed to excellence, inclusion, and service to others.

**About the Women's Law Center:**

The Women's Law Center of Maryland, Inc. is a statewide non-profit legal services organization, dedicated to ensuring the physical safety, economic security, and bodily autonomy of women in Maryland. We work towards our goal by increasing access to justice in our legal system through multiple legal projects. Our direct legal services projects provide free attorneys in family law matters, protective order hearings, and immigration proceedings for survivors of intimate partner violence; our hotlines assist callers across the state in family and employment law matters; and our advocacy work covers the expanse of our mission through legislative and judicial selections advocacy. To learn more, visit our web site at [www.wlcmd.org](http://www.wlcmd.org)

**Position Description:**

Situated in our administrative office, the Legal Coordinator plays a key role in providing support to our legal projects and our advocacy work, such as legislative session support, scheduling judicial selections, pro bono case placements, and coordinating/recruiting volunteers. While this role is primarily administrative and requires excellent organizational skills, it also has outward-facing components, with direct client interaction.

**Duties and Responsibilities Include:**

- JUDICARE PROJECT
  - Screen callers for eligibility and conduct initial intakes of contested custody cases; track information in various databases; manage client waitlist; and coordinate contacts between volunteer attorneys and clients.
- JUDICIAL SELECTIONS
  - Schedule and coordinate interviews with legal professionals applying to judicial vacancies.
- LEGISLATIVE SESSION
  - Manage legislative database; identify and track bills and hearings.
- LEGAL HOTLINES
  - Connect Hotlines during specific hours; Coordinate and schedule staff/volunteers for hotlines; Perform data entry.

**Skills Required:**

- College degree or equivalent professional experience required.
- Must have strong skills in written and oral communication, including courteous and clear telephone communication skills. Must speak English fluently.
- Prior office experience required; legal experience and Spanish skills preferred.
- Experience working with survivors of intimate partner/domestic violence preferred. Trauma-informed training is preferred and will be provided.
- Must be proficient using Microsoft Windows, Microsoft Office Suite (Word, Excel, Outlook), the Internet, web-based applications, and have aptitude and interest in expanding computer knowledge; must have good typing skills. Experience using Legal Server a plus, but not required.
- Must have the ability to multi-task, be detail oriented, accurate, thorough, and well organized. Must be flexible and a team player and project positive and professional image and complete tasks promptly and thoroughly without close supervision.

In order to be considered you must send a cover letter, resume, and three references via e-mail to:

Laure Ruth, Legal Director  
Women's Law Center of Maryland, Inc.  
[lruth@wlcmd.org](mailto:lruth@wlcmd.org)

Position open until filled.

Updated 5/23