

Volunteer Outreach Coordinator Needed

LAWYERS' COMMITTEE FOR
CIVIL RIGHTS
OF THE SAN FRANCISCO BAY AREA

Help Make a Difference in Students' Lives

- While you look for your next paid job, we have a fantastic unpaid volunteer opportunity available that will enable you to build your resume and get substantive work experience at one of the most respected civil rights organizations in the country.
- If you have 20 hours/week available, want to help make concrete improvements in Bay Area public schools, and have strong organizing and people skills, please read on and apply!
- Position is 20 hrs/week with a minimum two month commitment preferred. Hours are flexible M-F.

**Please submit a cover letter and resume to education@lccr.com.
Position available until filled.**



About Our Program

The Education Opportunity Project of the Lawyers' Committee for Civil Rights helps ensure that Bay Area public school students have safe school facilities, textbooks, qualified teachers, and clean restrooms. We provide free legal services to help individuals or organizations use the *Williams v. California* Settlement Legislation, which establishes minimum standards for public schools. The EOP also conducts community workshops and presentations to educate community members about the *Williams* settlement legislation and complaint process so they can take advantage of these legal tools. You can read more here: <http://lccr.com/eep.shtml>

Position Description:

- The Community Outreach Coordinator will be responsible for:
- Proactively identifying, and developing relationships with, student, parent, teacher, and community groups in the targeted schools and school districts;
 - Communicating with identified groups and organizations regarding the work of the EOP including the *Williams v. California* settlement and implementation;
 - Scheduling and giving community outreach presentation and workshops of the EOP's work;
 - Providing support, both logistical and substantive, to community partners engaged in *Williams* organizing and advocacy work.

Qualifications:

- Self-starter who has creative ideas about expanding the scope of the EOP's community outreach work.
- Commitment to racial justice
- Excellent oral and written communication
- Ability to work effectively with a broad range of community partners
- Strong organizational skills and ability to multitask efficiently
- Team player who takes initiative
- Background in community organizing is a plus
- Familiarity with Bay Area social justice organizations preferred
- Written and oral Spanish fluency preferred but not required