



# LEGAL AID SOCIETY

OF MIDDLE TENNESSEE AND THE CUMBERLANDS

## Now Hiring - Legal Special Project Program Director

Salary: \$73,000-85,000 per year

The Legal Program Director (LPD) is responsible for developing, implementing, and coordinating both internal and client-facing projects in close partnership with organization attorneys and administration. We are looking for someone with effective oral and written communication skills. Excellent interpersonal skills. Excellent organizational skills and attention to detail. The ideal candidate is experienced in Public Speaking. The LPD oversees regional partner engagement and sustainability activities, monitor all project outputs, and communicates with program partners on their roles and responsibilities. This position works closely with leadership and staff within LASMTC and partner organizations to ensure outcomes are fulfilled, manage budgets, to educate and build networks, and coordinate outreach to community organizations and eligible individuals. This position is funded in part by, and in collaboration with, one or more grants. Personnel must adhere to goals and outcomes detailed in the grant contract.

### Job Duties/Requirements

- Develop and communicate project work plans, budgets, timelines and documentation of clearly defined scopes and objectives, in coordination with LAS and relevant partner organization leadership.
- Oversee the implementation of all case work and outreach activity, including partner engagement and sustainability activities.
- Monitor and evaluate all outputs and communicate with each partner on their roles and responsibilities.
- Ensure proper reporting within case management system, including the development of new reports, if necessary, and analyze derived data.
- Establish and maintain working relationships with community organizations, governmental entities and corporations.
- Monitor budget objectives, reconcile invoices and track deliverables, in collaboration with partner organizations.
- Review, monitor, draft, and compile required reports.
- Facilitate monitoring visits and compile support documentation from all partners.
- Identify and secure relevant training and resources for LASMTC staff.
- Facilitate legal clinics within the LASMTC service area.
- Identify and explore sustainable funding for the program.
- Coordinate and lead program meetings.
- Participate in hiring procedures and requisite training.
- Juris Doctor (JD).
- Admitted to practice law in Tennessee, eligible for admission through reciprocity, or willing to take first available Tennessee bar examination.
- 5 years' experience practicing law.
- Basic proficiency in Windows and Microsoft Outlook, Word and Excel software.

### How to Apply

Email cover letter, resume, and three references (with email addresses and phone numbers) to our Hiring Manager at [hr@las.org](mailto:hr@las.org). Subject line should read: re: Program Director.

### Who We Are

Legal Aid Society's mission is to advance, defend, and enforce the legal rights of low-income and vulnerable people in order to secure for them the basic necessities of life. Our staff includes national authorities in the fields of domestic violence, housing, consumer law, federal income taxation, health advocacy, non-profit group representation, social security, and special education.

### At Legal Aid Society, We...

- Demonstrate a commitment to the principles of equal justice and advocacy for low-income people.
- Treat clients, staff, and the public with dignity and respect.
- Celebrate diversity and are committed to creating an inclusive environment for all employees.
- Appreciate the experiences and needs of people of diverse economic, social, and cultural backgrounds.
- Demonstrate a personal sense of integrity.

### Learn more about us at [las.org](http://las.org)

Clarksville · Columbia · Cookeville · Gallatin · Murfreesboro · Nashville · Oak Ridge · Tullahoma

Apply as soon as possible. Legal Aid Society of Middle Tennessee and the Cumberland Mountains provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.