

# AOC Seeks Pro Bono Coordinator

The Administrative Office of the Courts is seeking a qualified person for the position of Pro Bono Coordinator to work with the Access to Justice Commission. The Pro Bono Coordinator's main job duties will be to cultivate, monitor, and follow-up with new pro bono initiatives, especially in parts of the state where none currently exist to serve specific segments of the population or communities with legal needs that are not being met. The Pro Bono Coordinator position is a grant-funded position ending June 30, 2018.

This position consists of responsible professional work in program administration, planning, development, and evaluation. This position works under the supervision of the Access to Justice Coordinator performing a variety of tasks, including but not limited to staffing select Commission Advisory Committees and Commission initiatives, conducting outreach to faith-based institutions, bar associations, local attorneys, clerks offices and the judiciary to facilitate pro bono resources, and planning and executing local, regional, and statewide meetings and training events. Duties also include overseeing and maintaining databases and manuals, monitoring and reporting on the status of existing programs, updating the access to justice website and social media pages, and assisting with the development of court forms. Working relationships will be established with court personnel, judges, attorneys, and other professionals.

**Education and Experience:** The successful applicant must have a J.D. Applicants who are in their final semester of law school may also be considered.

This position requires a criminal background check. Therefore, you will be required to provide information about your criminal history in order to be considered for this position.

*Equal Employment Opportunity Employer*

Location: Nashville

Department: Administrative Office of the Courts

Position Available: Immediately

Position Closing: November 28, 2016

## To Apply

Submit an [Application for Employment](#) in PDF a resume, and three professional references by email to [human.resources@tncourts.gov](mailto:human.resources@tncourts.gov). The Court System accepts only electronic applicant information saved in PDF format.

Thank you for taking time to submit your information for consideration. Please note that applicants will only receive communication regarding submissions if selected for an interview.

**For more information:** Email [human.resources@tncourts.gov](mailto:human.resources@tncourts.gov)

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