



COMMUNITY EDUCATION COORDINATOR

Summer 2024

Step Up to Justice

ABOUT STEP UP TO JUSTICE:

Step Up to Justice is a full-service free civil legal center for low-income individuals and families in Pima County, Arizona, powered by the talents of volunteer attorneys. Through careful financial stewardship and technology designed to bring civil legal services to clients where and when they need them, Step Up to Justice builds connections between clients, attorneys, and community partners. Step Up to Justice is ground-breaking, forward-thinking and committed to advancing efforts to secure equal access to justice for all. For more information, please visit www.stepuptojustice.org.

ABOUT THE POSITION:

Step Up to Justice is dedicated to enhancing its current emergency legal services by introducing proactive upstream outreach and education initiatives. This approach aims to empower community members to prevent future legal disputes and reduce the occurrence of civil legal emergencies.

As part of this strategy, SU2J has launched a comprehensive suite of client education workshops and online modules, presented both live and online in English and Spanish.

To further amplify the influence of SU2J's proactive community education endeavors, the organization is actively recruiting a Community Education Coordinator.

As the Community Education Coordinator, you will have the opportunity to:

- Work with leadership staff and volunteer attorneys to expand workshop content and grow education library products.
- Build and maintain community partnerships to deliver in-person workshops and online modules.
- Design systems to track and evaluate the impact of workshops, online modules, and materials.
- Engage in individual participant follow-up to determine impact of workshops and materials provided.
- Develop marketing strategies to drive community members to workshops and education library resources.

QUALIFICATIONS:

- Demonstrated passion for access to justice issues.
- Strong organizational skills and the ability to manage multiple projects.
- Vision to create new opportunities in civil legal education, training, and technology to improve access to justice.
- Experience working with low-income clients.
- Technology competence, ability to adapt to new technologies.
- Excellent verbal, writing, and organizational skills.
- Marketing experience is a plus.
- Strong personal work ethic.
- Strong interpersonal skills and an ability to work collaboratively with a dynamic team.
- Curious and self-directed with an ability to anticipate what needs to be done.
- Ability to simultaneously manage multiple projects while maintaining a firm grasp of individual project details - getting projects across the finish line. Setting project milestones and managing all elements of the project to meet them.
- Candidates with a four-year undergraduate degree are preferred, but not required.
- Bilingual candidates in Spanish are especially encouraged to apply.

Compensation and Benefits:

Community Education Coordinator is a salaried position. Compensation for this position has been set at \$45,000. The benefits package includes health insurance, health leave, vacation, and personal days.

Applications:

Applicants may apply directly to Step Up to Justice and are encouraged to apply before May 1, 2024. Interviews will be conducted on a rolling basis until the position is filled. Please send a cover letter, resume, and references, to: Michele Mirto, Executive Director at mmirto@stepuptojustice.org.

In a separate page from your cover letter, please address the following:

Step Up to Justice's clients are low-income members of our community. They include seniors, veterans, and people with disabilities. How do you think your personal background or experiences, professional or otherwise, have prepared you to address the needs of SU2J clients? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.