Volunteer/Pro Bono Coordinator
Full Time

The Volunteer/ Pro Bono Coordinator is responsible for the development and implementation of a volunteer recruitment, training, and retention program for Disability Rights Wisconsin Victim Advocacy Programs. The position will assist with grant reporting and other project activities as necessary.

**Essential Duties and Responsibilities:**

1. Recruit, train, and support volunteers to support Disability Rights Wisconsin advocacy efforts.
2. Recruit pro bono legal services to supplement the services provided by staff advocates.
3. Ensure integration of DRW volunteers and pro bono attorneys in agency activities and quality assurance efforts.
4. Assist with development of training materials and publications.
5. Develop a sustainable process for retaining volunteers in the TRAACD project across the state.
6. Work with administrative staff to ensure volunteer compliance with all labor, safety, and human resource policies as well as agency values.
7. Activities may occasionally require work in the evenings or weekend and includes extensive travel.

**Qualifications:**

1. Bachelor’s degree or equivalent experience is preferred.
2. Experience supporting pro bono legal services programs strongly favored.
3. Experience with people with disabilities.
4. Excellent communication skills.
5. Demonstrated experience developing and implementing training protocols.
6. Strong problem solving skills and attention to detail.
7. Great organizational skills and ability to prioritize tasks.
8. Ability to work independently and in a collaborative team environment.

DRW is an equal opportunity/affirmative action employer committed to a diverse work force. Members of minority groups and persons with disabilities are strongly encouraged to apply. Alternate formats of this Position Announcement are available upon request. Materials may be submitted in alternate formats if necessary.

Competitive benefits and salary package. Please submit resume and cover letter to hr@drwi.org. Please respond as soon as possible for priority consideration. Position will be remain open until filled.

Location: Madison, Milwaukee, Menasha or Rice Lake

Supervisor: Managing Attorney/Director of Operations and Quality