

# AOC Seeks Pro Bono Coordinator

The [Tennessee Supreme Court Administrative Office of the Courts](#) has a grant funded position for a Pro Bono Coordinator position to work with the Access to Justice Commission. The Pro Bono Coordinator will 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 position will be funded through May 2015, with the possibility of a one-year extension.

A qualified attorney is sought to serve as the Pro Bono Coordinator. The position will consistently update a statewide database of existing pro bono resources and identify parts of the state where pro bono resources are scarce. The Coordinator will conduct outreach to faith-based institutions, bar associations and local attorneys, and the judiciary to facilitate pro bono resources in currently uncovered counties.

The Coordinator will perform a variety of tasks, including but not limited to:

- Serve as the point person when a religious entity recruits member lawyers and wants to develop free legal resources such as a legal advice clinic or legal education. The Coordinator will arrange a meeting or call with the local legal aid organization(s) to facilitate the initiative. If legal aid cannot take on the project, the Coordinator will provide the religious entity with materials and information to create the initiative.
- Establish and maintain contact with **every** bar association in the Tennessee and each presiding judge and court clerk's office and state and local government, and conduct outreach to various faiths to expand the existing compilation of pro bono resources currently available. The Coordinator will then locate pockets of the state where pro bono resources are lacking and focus efforts to create new resources in those areas. This database will serve as a statewide directory of pro bono and legal service programs within the state.
- Assist newly-formed pro bono initiatives to develop recruitment, training, and publicity materials and help in the volunteer recruitment campaign.
- Monitor projects and identify successful initiatives which can be duplicated then develop materials required for another group to take on a similar project. Market successful initiatives.
- Assist the Access to Justice Commission and ATJ Coordinator with the implementation of the Commission's Strategic Plan and the annual Pro Bono Report.

The successful applicant must be organized, able to multi-task, have good communication skills, have experience using Excel and other Microsoft Office programs, a passion for helping those in need, and be able to succeed in a collaborative environment. Working knowledge of legal issues, Tennessee courts and pro bono resources available to help unrepresented litigants is a plus.

Benefits of state employees will be provided to this position.

The successful applicant must have a J.D. License to practice in Tennessee is preferred but not required.

*Equal Employment Opportunity Employer*

Location: Nashville

Department: Administrative Office of the Courts

Position Available: August 18, 2014

Position Closing: The application deadline is July 31, 2014 at 4:30 p.m. CDT.

**To Apply**

Provide a current resume and submit an [Application for Employment](#) in PDF format to [human.resources@tncourts.gov](mailto:human.resources@tncourts.gov)

Only electronic applications submitted in PDF format will be processed.

**For more information call:** Ann Louise Wirthlin at 615.741.2687 or [anne.louise.wirthlin@tncourts.gov](mailto:anne.louise.wirthlin@tncourts.gov).

Last updated on July 23, 2014.

[TN Administrative Office of the Courts; TN AOC](#)

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