

# Tennessee Alliance for Legal Services

Strengthening the Delivery of Civil Legal Help to Vulnerable Tennesseans

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## TN Justice Center is Hiring

The Tennessee Justice Center, a non-profit, public interest law firm, is seeking a Project Manager/Coalition Organizer. This position will be a leader in a team that focuses on maintaining and increasing access to healthcare coverage for all Tennesseans. This requires the ability to work well as a team member, to manage many moving pieces effectively and efficiently, to quickly adapt to fast-changing environments, and to have a positive energy and strong organizational skills and focus.

Since opportunities and challenges will arise unexpectedly due to the changing health policy landscape, the individual must be a flexible utility player who is willing to take on new projects. The job will include: being a project manager for a team of 6 people, understanding how everyone's job fits together, managing grant goals, thinking creatively about how to always move the ball forward and overcome obstacles, managing a coalition, and running meetings with many different organizations and players.

Because of budget and time restrictions, most of the work will be done from our Nashville office, so the use of phones, email, Skype, and webinars will be crucial; ideal candidates will be very comfortable with making cold calls and having conversations over the phone. There will be some travel required.

Required:

- Bachelor's degree and solid GPA from 4-year accredited college or university
- Two years relevant work experience in non-profit/human service sector
- Experience with project management
- Passion for social justice and health care
- Strong social, communication, and writing skills
- Well-organized and detail-oriented
- Comfort taking direction from supervisor
- Comfort giving direction to team members and following up on tasks
- Self-motivated with a strong work ethic
- Team player
- Flexibility to adapt to changing priorities within the overall goal
- Positive attitude to flourish in a small (and open space!) office
- Ability to work full time, with overtime

- Ability to prioritize work load and manage multiple deadlines
- Ability to tend to multiple details simultaneously
- A warm and engaging personality who can connect to people at all income and educational levels
- Ability to use the team approach and to be solutions focused

Salary depends on experience. Generous benefits package.

Applicants should send a resume, writing sample and letter of interest to Julia Osgood, Tennessee Justice Center, 211 7<sup>th</sup> Ave.N, Ste. 100, Nashville, Tennessee 37219, Fax: 615-255-0354, e-mail [josgood@tnjustice.org](mailto:josgood@tnjustice.org). NO PHONE CALLS PLEASE. Due to the high volume of applications, TJC cannot return phone calls about the position and, regrettably, cannot notify applicants of the status of applications unless an interview is requested.

Job Type: Full-time

Contact Information and Procedure:

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Julia Osgood 211 7th Ave. N Ste. 100 Nashville, TN 37219

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