

ORGANIZATION

Disability Rights Legal Center (DRLC) is the nation's oldest cross-disability rights advocacy organization. Our mission is to champion the rights of people with disabilities through education, advocacy, and litigation. DRLC provides free legal assistance to people with disabilities experiencing discrimination in violation of their civil rights, bringing high impact, high visibility cases in state and federal courts to protect and to expand the rights of our client community. DRLC's often cutting-edge cases raise public awareness and ensure people with disabilities participate fully in society throughout their lives.

DRLC's Cancer Legal Resource Center (CLRC) was founded in 1997 to address the legal issues faced by people with cancer, unique in the larger disability community, and is committed to providing information and resources about cancer-related legal issues to members of the cancer community across the nation. CLRC was the first national dedicated center for patients, survivors, caregivers, and health care professionals to access confidential cancer-related legal information and resources at no cost. Since its founding, CLRC has made legal information readily available for all extended cancer populations, ensuring that underserved communities are able to gain access to information and resources that otherwise may be out of reach.

DRLC is seeking a motivated, experienced Program Coordinator for our Cancer Legal Resource Program to join our growing organization. The CLRC Program Coordinator will be responsible for providing administrative support and assisting in the smooth operation of the CLRC. The ideal candidate will be organized, detail-oriented, and possess excellent communication skills.

JOB RESPONSIBILITIES:**General Administrative Responsibilities:**

- Provide administrative and clerical support to the CLRC team.
- Track statistical information and maintain office files, contact files, and administrative files.
- Prepare correspondence, mailings, and other documents.
- Coordinate logistics and help prepare for CLRC's education and outreach events and presentations (webinars/in-person); this includes scheduling, gathering, and mailing materials.
- Participate in and support community outreach events as needed.
- Translate and/or update CLRC materials or educational content under the direction of the CLRC Director.
- Prepare monthly, quarterly, and yearly reports detailing call and intake statistics for grant reporting.
- Coordinate application and interview process for CLRC volunteers, law clerks, and professional panel members.
- Coordinate with CLRC's professional panel members as needed.
- Process and track orders for CLRC's Patient Legal Handbook (PLH).

- Check CLRC general email on daily basis and participate in weekly team meetings.
- Conduct research to support CLRC operations.
- Schedule appointments, Zoom meetings, and make room reservations.
- Copy, fax, file, and scan.
- Other duties as assigned to further the mission of the DRLC.

Administrative Support of the Telephone Assistance Line (TAL):

- Manage the intake database for the CLRC's Telephone Assistance Line.
- Manage all initial requests for assistance received by CLRC through our intake line, voicemails, web, electronic mail, U.S. mail, and other forms of inquiries.
- Conduct intakes with callers, provide appropriate information, education, resources, and referrals in English and Spanish.
- Assess incoming intakes for appropriate and adequate information and contact callers to obtain additional information.
- Email/mail client correspondence.
- Manage the technical set up of volunteer and intern computers and remote access, collaborate with IT to ensure proper setup for volunteers and interns.
- Train volunteers and interns on CLRC systems, including Legal Server and Webex (Fusion), and SharePoint.

Note: Some travel is required, primarily local within Southern California, but may also include CLRC out-of-state conferences and events.

EDUCATION & EXPERIENCE

- Bachelor's degree is preferred.
- At least 3 years' experience in the administrative support field.
- Experience with MS Office Suite (particularly MS Word, MS Excel, & MS PowerPoint)
- Proficiency with office technology and equipment, including fax machines, printers, copiers, scanners, and computers.
- Proficient in SharePoint, GoToWebinar, Zoom, Adobe, Microsoft Word, Excel, Outlook, and PowerPoint.

PREFERRED KNOWLEDGE & SKILLS

- Excellent verbal and written communication skills.
- Meticulous approach to administrative tasks.
- Highly organized and able to create easy-to-follow systems and processes.
- Detail orientated.
- Able to work with various departments and foster teamwork.
- Able to handle multiple tasks and duties simultaneously.
- Independently motivated, with the ability to take on tasks and duties without immediate direction and supervision.
- Strong task and time management skills.
- Basic math abilities and an understanding of basic financial concepts.

SALARY AND BENEFITS:

This is a full-time, non-exempt position. The anticipated salary for this position is \$48,000-\$57,000 annually, commensurate on experience.

Benefits offered include:

- Employee medical insurance HMO or PPO plan 100% employer-paid.
- Employee dental and vision insurance 100% employer paid.
- Employee life & long-term disability insurance 100% employer paid.
- Vacation Days: 15 days per year, 20 days per year beginning the 3rd year of employment, accrued every pay period.
- Health & Wellness (sick) leave: 12 days per year.
- 15 days paid holidays, including Winter Break the last week of the year.
- Job-related professional development.

Employees with federal student loan debt may be eligible to apply for Public Service Loan Forgiveness through the Department of Education. For more information, go to <https://myfedloan.org/borrowers/special-programs/pslf>.

TO APPLY:

Location: **Remote/Hybrid - Work must be performed in Southern California.**

FLSA: Non-Exempt

Type: Full-time

Must be legally able to work in the United States and maintain proper work authorization throughout employment.

Applications must include resume and cover letter. Submit your complete application to Anabel Prudencio, Director of Administration at AP@thedrlc.org include "CLRC Program Coordinator" in the subject line. Incomplete applications will not be considered. Applications will be accepted until the position is filled. No phone calls, please. Only those applicants who are selected for an interview will receive a response.

Introductory period – A six-month introductory period will be required.

EQUAL OPPORTUNITY EMPLOYER:

DRLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

DRLC strives for a diverse workplace. Persons with disabilities or from other historically underrepresented or disadvantaged communities are strongly encouraged to apply. We believe that diverse experiences, opinions, and backgrounds is fundamental to achieving our mission.