Description of the position:
The Neighborhood Christian Legal Clinic is looking for a compassionate and driven person to “seek justice, love mercy, and walk humbly with God” (Micah 6:8) as an Office Coordinator in our Fort Wayne office. This position is the “face” of our Fort Wayne office and will help with walk-in inquiries, answer phone calls from clients and all other constituents of the Neighborhood Christian Legal Clinic. This individual will act as the initial contact with the community at the Fort Wayne office, will help coordinate the Fort Wayne office with our Indianapolis office, will help with recruiting and maintaining volunteer relationships, and will help ensure the office is functioning well.

Description of the Clinic:
The Neighborhood Christian Legal Clinic was launched in 1994 because of a sermon given at Tabernacle Presbyterian Church that called attorneys to give of their time for the beauty of the city. Started as an entirely volunteer-driven effort, the Clinic now has two offices—the main office in Indianapolis and one in Fort Wayne—and 37 staff members, including 12 attorneys. Further, our services embrace a broad swathe of the legal spectrum. We provide counsel to folks going through foreclosure, mediation for low-income neighbors in family law disputes, immigration services to folks fleeing persecution, federal income tax advocacy, re-entry legal assistance for those coming out of prison, and consumer law litigation.

The mission of the Clinic is “to promote justice through legal representation and education for our low-income neighbors as a way of demonstrating Christ’s love.” For us, justice means making sure that marginalized low-income folks have access to right judgments from the courts, as well as right relationships with other people, with governments, and with God through Jesus Christ. See Acts 4:2; Ephesians 2.

We also exist to demonstrate the love of Christ through our work. We come alongside our low-income neighbors—we do not condescend. We love sacrificially—we do not seek out only what’s convenient. And we live incarnationally—we are in our clients’ neighborhoods. And the way we serve our clients comes out of a rich and meditative reading of Jesus’ ministry on earth. We love the marginalized with deep concern and gentleness (Matt. 12:15-21) and we advocate with tremendous ferocity when there is injustice against them (Matt. 23).
JOB TITLE: OFFICE COORDINATOR

Title: Office Coordinator
Salary: Hourly
Starting Date: ASAP
FLSA Status: Non-Exempt
Employee Classification: Full-time
Supervisor: Fort Wayne Attorney, supported by Director of Programs (Indianapolis)

Job Summary: This position is the “face” of our Fort Wayne office. This position helps with walk-in inquiries, answers phone calls from clients and all other constituents of the Neighborhood Christian Legal Clinic. Acts as the initial contact with the community at the Fort Wayne office. This person will help coordinate the Fort Wayne office with our Indianapolis office, help with recruiting and maintaining volunteer relationships, and help ensure the office is functioning well.

Duties and Responsibilities:

- Administer Fort Wayne office intake
- Answer phone calls and speak to clients/visitors
- Distribute and respond to general FW Clinic voicemail
- Distribute and respond to general FW Clinic e-mail
- Date stamp and distribute mail
- Maintain the waiting room
- Assist with data entry
- Add to projects for the Indianapolis office staff
- Manage the office phone tree recordings to reflect business hours and holiday schedules
- Maintain supply closet (Indianapolis office orders supplies)
- Act as go-to person for questions on operating office equipment
- Work on projects for the Director of Programs and Director of Immigrant Services (Indianapolis) and the Fort Wayne attorney on an as-needed basis
- Recruit, develop, and retain FW volunteers – including volunteer attorneys, paralegals, office admin help, etc.

Knowledge, skills, and abilities:
- Speaks Spanish fluently (preferred)
- Knowledge of standard professional English prose
- Thorough knowledge of Microsoft Windows and Microsoft Office
- Ability to learn quickly and multi-task
- Self-motivated
- Skill to effectively communicate with a broad cross-section of people
- High level of emotional intelligence
- Ability to communicate with long-distance supervisor with accuracy and speed

Credentials and experience:
- Four-year degree from accredited college or university preferred
- Equivalent experience may be accepted in lieu of a four-year degree

Send resume, cover letter, and completed application to Human Resources at hr@nclegalclinic.org; no phone calls please. Interviews will be on a rolling basis.