

Lead the Mission: Veterans Program Coordinator at The Legal Project!

Do you have a passion for service and the organizational prowess to launch a vital new program? The Legal Project, a dynamic non-profit dedicated to closing the civil access to justice gap in New York State, is seeking a motivated Veterans Program Coordinator to be the operational backbone of our expanded Veterans Law Program.

This is your chance to directly impact the lives of veterans experiencing or facing homelessness in the Capital District!

Who we are: For 30 years, The Legal Project has been a force for stability, safety, and independence, providing civil legal services to those who would otherwise not be able to access them. From our start as a small volunteer effort in 1995, we've grown into an innovative organization with wide-ranging programs: domestic violence, immigration, foreclosure prevention, and our critical Veterans Legal Program. Join a team that believes access to justice is a basic right for all New Yorkers.

The Opportunity: Program Coordinator

You won't just be filling a position, you will be the administrator and anchor for a high-impact program funded by an LSV-H Grant from the VA, focused on veterans at risk of or experiencing homelessness. You'll be the first point of contact, the master scheduler, and the key link between our attorneys, clients, and the community.

Your Core Responsibilities Will Be:

- **The First Line of Service:** Conduct initial **telephone intake** for veterans, assessing their legal needs, determining program eligibility, and managing conflict checks. Your accurate and timely record-keeping is crucial for grant compliance.
- **Operational Command:** Proactively **manage, coordinate, and schedule** legal consultations, community outreach events, and client meetings for the veterans attorneys. You make sure the legal team can focus on lawyering!
- **Community Connection:** Be The Legal Project's face in the community. You'll **conduct outreach** to veteran service agencies, develop referral

resources, represent the program at task force and advocate meetings, and build essential community partnerships.

- **Administrative Excellence:** Master our case management system (LegalServer experience a plus!), ensuring every case is accurately opened, closed, and documented. You will assist with marketing materials, social media posts, and the preparation of **timely and accurate grant reports**.
- **Team Problem Solver:** Participate in team meetings, troubleshoot issues, and creatively find solutions to ensure the smooth and effective functioning of the entire Veterans Program.

What You'll Bring

We're looking for an organized, compassionate, and mission-driven individual ready to hit the ground running.

Qualifications:

- **Experience:** Direct service experience in a non-profit or law office setting.
- **Organizational Skills:** Thoroughness, strong organizational ability, and impeccable attention to detail are required.
- **Technology:** Proficiency with Microsoft Office tools. (Experience with **LegalServer** is strongly preferred).
- **Mission-Driven:** A commitment to supporting the mission and vision of The Legal Project.
- **Preferred Experience:** Experience with **veterans** and/or competency with **military culture** is highly valued. Experience working with individuals facing homelessness, domestic violence, or underserved communities is also a major plus. Valid driver's license and access to reliable vehicle outreach.
- **Education:** A Bachelor's degree or Paralegal Certificate is preferred.

Compensation and Benefits

This is a full-time, exempt position offering a competitive salary and excellent benefits in a hybrid work environment.

- **Pay: \$48,000–\$52,000** per year.
- **Schedule:** Monday–Friday (flexible schedules are available) with occasional weekend or evening availability for community or outreach events.
- **Work Location: Hybrid work environment** (Schenectady, NY).
- **Robust Benefits Package:** Includes Paid Time Off, Holiday Time Off, Health, Dental, and Vision Insurance, HSA/FSA, Employee Wellness Reimbursement, Life Insurance, **401(k)**, and professional development assistance.

The Legal Project is an Equal Employment Opportunity Employer. We strongly encourage applications from veterans and people from marginalized communities. Ready to Serve?

If you are a resourceful, organized self-starter ready to build a life-changing program, we want to hear from you!

Please send your resume and statement of interest to Jessica Lennon, Chief Administrative Director at jlennon@legalproject.org