



NLSP JOB ANNOUNCEMENT

Compliance and Operations Coordinator

Opening Date: December 9, 2019 **Closing Date:** December 20, 2019

BRIEF DESCRIPTION OF POSITION

NLSP seeks a Compliance and Operations Coordinator, the Compliance and Operations Coordinator will have non-profit operations experience and will be a creative team player, providing assistance to the Director of Finance and Administration. The Compliance and Operations Coordinator will assist with the development and implementation of NLSP's organizational policies, procedures and operations. Areas of focus are: grant compliance and reporting, facilities and equipment, human resources and accounts payable. This position reports directly to the Director of Finance and Administration.

PRIMARY RESPONSIBILITIES

- Grant Compliance and Reporting:
 - Assist with grant compliance, including but not limited to ongoing monitoring of case management system and case files for compliance with requirements and regulations of the federal Legal Services Corporation (LSC)
 - Conduct annual LSC "self-inspection"
 - Assist with completion of LSC required reports
 - Assist with data retrieval from the case management system for reporting, planning, evaluation and other organizational purposes
- Facilities Management:
 - Assist with the procurement of services, equipment, furniture and supplies for 3 locations
 - Help negotiate contracts with vendors
 - Serve as organizational contact with information technology and related vendor services
- Human Resources:
 - Oversee operational side of new hire orientation and terminations
 - Handle sensitive and confidential information in a professional manner

- Serve as primary contact with health insurance and other benefit providers
- Accounts Payable:
 - Review all incoming invoices for accuracy, contact vendors to correct discrepancies
 - Code invoices and distribute to managers for approval
 - Input invoices into accounting system and process for payment
- Special Projects:
 - Assist the Director of Finance and Administration and the Executive Director with special projects as assigned
- Other duties as assigned

EXPERIENCE AND QUALIFICATIONS

- Minimum of 3-5 years' experience in operations
- Minimum of 3 years' database experience with demonstrated analytical ability
- Excellent written and verbal communication skills
- Self-starter with the ability to work independently
- Strong work ethic
- Experience with working in a team environment

COMPENSATION

Competitive salary and benefits package including: employer paid medical, dental and vision insurance; employer subsidized family health coverage; paid vacation, holidays, personal days and sick leave; 8-week parental leave for the birth or adoption of a child; employer paid life and long term disability insurance; 403(b) Thrift Plan (voluntary retirement savings plan); tax free transit benefits and AFLAC voluntary benefits.

ABOUT NLSP

Neighborhood Legal Services Program (NLSP) is a private, non-profit law firm that provides vigorous, high quality civil legal services to low income residents of the District of Columbia. NLSP has a long tradition of fighting for justice for the poor, combining direct representation to protect essential rights and opportunities for low income individuals and families with efforts to achieve broad based change. Its 3 offices are located in the poorest sections of the District, to maximize its visibility, accessibility and connections to the communities it serves. The program has an operation budget of approximately \$3 million.

APPLICATION PROCESS

Those interested in applying for the Compliance and Operations Coordinator position should **email the application materials by 5:00 p.m. on Friday, December 20, 2019.**

The application materials should include:

- Email subject line should read “Compliance and Operations Coordinator”
- A letter of interest (cover letter summarizing your interest and skills)
- Resume
- Contact information for three professional references

Application materials and any questions should be directed to:

Kathy Hollins, Director of Finance and Administration

Email: khollins@nlsp.org

NLSP IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Neighborhood Legal Services Program that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran’s status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.