JOB ANNOUNCEMENT – COMPLIANCE AND SPECIAL PROJECTS COORDINATOR

Neighborhood Legal Services Program (NLSP) is a private, non-profit law firm that provides high quality civil legal services to low-income residents of the District of Columbia. NLSP has a long tradition of fighting for justice for DC’s poorest residents, combining direct representation to protect essential rights and opportunities for low-income individuals and families with efforts to achieve broad-based change. Our three offices are located in the DC communities in wards 5, 7, and 8 to maximize our accessibility and connections to the communities we serve.

NLSP seeks a Compliance and Special Projects Coordinator. The Compliance and Special Projects Coordinator will have non-profit operations experience and will be a creative team player, aiding the Director of Compliance and Legal Innovation. Specifically, the Compliance and Special Projects Coordinator will primarily assist with checking cases and our case management system for compliance, creating policy and protocol guides, implementing NLSP’s training plan and our technology projects.

Duties and 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).
  - Assist in conducting annual LSC “self-inspection” of case files.
  - Assist with completion of LSC required reports.
  - Assist with data retrieval from the case management system for reporting, planning, evaluation and other organizational purposes.
  - Assist with creating and administering compliance procedures and manuals.
  - Assist in maintaining digital and physical case files.

- Special Projects:
  - Assist in implementation of TIG project goals.
  - Assist in scheduling training for staff.
  - Assist in creating and implementing training plans for all NLSP staff.
  - Assist the Director of Compliance and Innovation with projects as assigned.

- Other duties as assigned.
Qualifications

- Demonstrated commitment to fighting poverty.
- Ability to work independently.
- Excellent written and verbal communication skills.
- Detailed oriented.
- Experience creating written manuals and procedures.
- Familiarity with DC communities and/or DC community organizations.
- Familiarity with Legal Service Corporation regulations preferred.
- Experience working in a non-profit setting.
- Strong interpersonal skills and the ability to work well with teams.
- Familiarity with Microsoft office and comfort with learning new software, particularly new databases and case management systems.
- Team player.

Salary – $56,160-71,760 with benefits, depending on experience and qualifications

Application Process

Submit a letter of interest, resume, and contact information for three professional references to: Ashley Graham-Watanabe, Director of Compliance and Legal Innovation at agraham@nlsp.org. Please include the words “Compliance Coordinator Application” and your last name in the subject line of your email. If you require reasonable accommodation to complete a job application, pre-employment testing, or a job interview or to otherwise participate in the hiring process, please contact Ashley Graham-Watanabe at agraham@nlsp.org

NLSP HIRING POLICY

Neighborhood Legal Services Program (“NLSP”) is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. It is the policy of NLSP 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. NLSP thrives on our diversity, and we strongly encourage women, persons of color, LGBTQ individuals, veterans, persons with disabilities, returning citizens, and persons from other underrepresented groups to apply.