Open until filled. For best consideration, applications should be submitted by February 1, 2024.

Neighborhood Legal Services Program of the District of Columbia has an immediate opening for an experienced Project Manager.

BRIEF DESCRIPTION OF POSITION

Neighborhood Legal Services Program of the District of Columbia (NLSP) is a federally funded, non-profit, civil legal services law firm that provides free legal information, advice, and representation to low-income District of Columbia residents. We help with problems involving housing, family, domestic violence, public benefits, and other economic security matters. We also provide advice on some consumer issues and assist with preparing wills and advance directives. Our neighborhood-based, service delivery model -- which includes offices in Wards 5, 7 and 8 -- allows us to bring dedicated legal services attorneys and enthusiastic pro bono lawyers into low-income communities across the city to provide legal help while they learn first-hand the myriad, daily challenges faced by residents living in poverty.

Neighborhood Legal Services Program of the District of Columbia (NLSP) has an immediate opening for a project manager. This role is responsible for driving strategic planning and implementation efforts. The project manager is proactive, results-oriented, and collaborative and excels at navigating and managing complex projects to advance the delivery of legal services. Collaborating closely with leadership and stakeholders, this position plays a crucial part in charting NLSP’s course, creating actionable strategies that drive sustainable impact and positive change. The project manager reports to the Executive Director

PRIMARY RESPONSIBILITIES

General Project Management
- Plans and sets schedule for completion of tasks associated with projects, ensuring that schedule is adhered to or adjusted to accomplish targets and milestones.
- Regularly reports project updates to the Executive Director, keeping her abreast of all decision points to ensure that the project aligns with ED’s vision and organizational goals.
- Reports project updates to staff and Board.
- Provides a clear and complete handoff to the team leader who will manage a process going forward or will be working with the output that the project team delivered.

Technology
- Leads the development and implementation of a technology strategy aligned with the organization’s goals and objectives.
- Fosters a strong relationship with our managed IT services provider.
• Collaborates with cross-functional teams to identify technology needs and recommend solutions.
• Leads and oversees Technology Initiative Grant (TIG) projects, ensuring timely delivery, budget adherence, and quality outcomes.
• Collaborates with compliance and operations staff to conduct regular audits of IT systems, cybersecurity measures, and data management protocols to ensure compliance and risk mitigation.
• Provides technical guidance and basic support to staff members, promoting digital literacy and effective technology usage.
• Stays updated on industry trends and emerging technologies, advising leadership on opportunities for technology innovation such as new phone systems and integrations.

Strategic Plan
• Facilitate the development and execution of NLSP’s three-year strategic plan, working closely with the consulting firm, leadership, and the Board to define goals, initiatives, and performance metrics.
• Collaborate with cross-functional teams to translate strategic priorities into actionable goals and projects.
• Regularly monitor progress towards strategic goals, meeting with the strategic planning committee and tracking key performance indicators and adjusting as needed.
• Prepare and present strategic recommendations, progress reports, and insights to the Executive Director, Board of Directors, and staff.

EXPERIENCE AND QUALIFICATIONS
• Project management skills, stays on top of multiple projects, starts with the end goal in mind and develops a plan of action, anticipates obstacles, identifies, and involves stakeholders, uses resources wisely.
• Excellent communication and presentation skills to convey complex ideas and concepts to diverse audiences including staff, Board, and consultants.
• Strong facilitation and negotiation skills to engage stakeholders and drive consensus.
• Understanding of strategic planning frameworks and methodologies.
• Innovative and resourceful problem-solving ability.
• Ability to carry out projects from initial scoping and planning through execution and optimization.
• Knowledge of technology infrastructure, databases, experience using case management systems, and deep familiarity with MS Office and office productivity software.
• Bachelor’s degree and 3 years of project management experience and knowledge.
• PMP certification preferred.
• Law firm and/or nonprofit experience preferred.
COMPENSATION
Competitive salary starting at $68,500 with 3 years of experience and benefits package which includes 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 birth or adoption of a child; employer-paid life and long-term disability insurance; 403(b) Thrift Plan (voluntary retirement savings program); and tax-free transit benefits.

ABOUT NLSP
Established in 1964, NLSP pioneered the concept of a law office rooted in the neighborhoods that it serves and established landmark precedents which have retained their vitality and relevance. NLSP remains embedded in D.C.’s most low-income communities, builds its work on strong partnerships with community-based organizations, and seeks to achieve lasting change for its clients and their communities by using a full range of advocacy tools. Its diverse, multi-lingual, and passionate staff embrace an explicitly anti-poverty mission and share a deep commitment to securing meaningful access to justice.

APPLICATION PROCESS
Interested persons should submit a cover letter, and current resume expressing your qualifications and interest in this position and three references. Submit all requested documents to Karen A. Newton Cole, Executive Director at KNewtonCole@nlsp.org with a copy to Mary-Elizabeth Pratt at mepratt@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.