

Volunteer/Pro Bono Coordinator Full Time

The Volunteer/ Pro Bono Coordinator is responsible for the development and implementation of a volunteer recruitment, training, and retention program for Disability Rights Wisconsin Victim Advocacy Programs. The position will assist with grant reporting and other project activities as necessary.

Essential Duties and Responsibilities:

1. Recruit, train, and support volunteers to support Disability Rights Wisconsin advocacy efforts.
2. Recruit pro bono legal services to supplement the services provided by staff advocates.
3. Ensure integration of DRW volunteers and pro bono attorneys in agency activities and quality assurance efforts.
4. Assist with development of training materials and publications.
5. Develop a sustainable process for retaining volunteers in the TRAACD project across the state.
6. Work with administrative staff to ensure volunteer compliance with all labor, safety, and human resource policies as well as agency values.
7. Activities may occasionally require work in the evenings or weekend and includes extensive travel.

Qualifications:

1. Bachelor's degree or equivalent experience is preferred.
2. Experience supporting pro bono legal services programs strongly favored.
3. Experience with people with disabilities.
4. Excellent communication skills.
5. Demonstrated experience developing and implementing training protocols.
6. Strong problem solving skills and attention to detail.
7. Great organizational skills and ability to prioritize tasks.
8. Ability to work independently and in a collaborative team environment.

DRW is an equal opportunity/affirmative action employer committed to a diverse work force. Members of minority groups and persons with disabilities are strongly encouraged to apply. Alternate formats of this Position Announcement are available upon request. Materials may be submitted in alternate formats if necessary.

Competitive benefits and salary package. Please submit resume and cover letter to hr@drwi.org. Please respond as soon as possible for priority consideration. Position will be remain open until filled.

Location: Madison, Milwaukee, Menasha or Rice Lake

Supervisor: Managing Attorney/Director of Operations and Quality

VOLUNTARY AFFIRMATIVE ACTION FORM

Disability Rights Wisconsin (DRW) has adopted an Affirmative Action policy to ensure equal employment opportunities (copy attached). DRW is committed to having a diverse staff including persons of various races, cultural and ethnic heritages, genders, abilities, sexual orientations, ages, and religious traditions for staff and volunteer positions within our agency.

We are required to report data to the state of Wisconsin regarding the number of DRW employees who have disabilities and/or are of racial/ethnic minority background. This data will be kept confidential and will be used solely in connection with our Affirmative Action efforts. **Completion of this information is optional and will in no way affect your employment at DRW.**

Section 1: General Information – Please Complete

Applicant Name:		Date:
Address:		Date of Birth:
Position: Volunteer /Pro Bono Coordinator – Victim Advocacy Programs 10-2016		

Section 2: Applicant Affirmative Action Data – Please Complete

A. **Gender** - Check ONE Box

<input type="checkbox"/> Male <input type="checkbox"/> Female

B. **Race or Ethnic Identity:** *Please check all of the following which apply to you*

Ethnicity	Definition of Category
Hispanic or Latino	A person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Race	Definition of Category
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
African American/ Black	A person having origins in any of the black racial groups of Africa.
Native Hawaiian or Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
American Indian or Native Alaskan	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
Two or more races	A person who primarily identifies with two or more of the above race/ethnicity categories.

	I do not wish to identify	
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C. Veterans and Disability Status

	Status	Definition of Category
	Protected Veteran	A person who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.
	Person with Disability*	A person has a disability if he or she has a physical or mental impairment which substantially limits major life activities such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself; has a record of such an impairment; or is regarded as having such an impairment.

*If you need any accommodations to help you perform your job, we encourage you to discuss these with your supervisor.

*If you may need help in the event of an emergency, natural disaster, or emergency drill, please describe the type of assistance you will need.

_____ **Family member of a person with a disability** (see above for the definition of a person with a disability).

Employee signature

Date