



120 N FRONT AVENUE  
PRESTONSBURG, KY 41653  
(606) 886-9876  
FAX (606) 886-0079  
Low Income Taxpayer Clinic: 1-800-477-1394  
Central Intake: 1-866-277-5733  
[www.ardfky.org](http://www.ardfky.org)

**Area Offices:**  
Barbourville, KY  
Hazard, KY  
Pikeville, KY  
Prestonsburg, KY  
Richmond, KY  
Somerset, KY

**Robert C. Johns**  
Executive Director  
[robertj@ardfky.org](mailto:robertj@ardfky.org)

**John M. Rosenberg**  
Director Emeritus

## **PART-TIME CLINIC COORDINATOR POSITION ANNOUNCEMENT**

The Appalachian Research and Defense Fund of Kentucky, Inc. (AppalReD Legal Aid), a nonprofit law firm which provides high quality civil legal assistance to low-income and vulnerable individuals and families in a 37-county area in eastern and south-central Kentucky, is recruiting for a Part-Time Clinic Coordinator in its Prestonsburg Office located at 120 N. Front Ave., Prestonsburg, KY. This position is a part-time (22 hours per week) temporary grant-funded contract position. The position will be subject to expiration when the grant which funds it ends.

**Purpose of the Job:** To work with pro bono staff to coordinate AppalReD Legal Aid's self-help clinic program which seeks to assist self-represented clients in obtaining divorces and other court relief.

**Work Environment:** Work is performed in an office setting and in the community. This is a non-exempt position which reports to the pro bono director.

### **Essential Job Functions:**

1. Perform telephone intake for potential clinic clients.
2. Maintain accurate and complete files for clinic clients.
3. Arrange locations for clinics throughout AppalReD Legal Aid's service area.
4. Help recruit private attorneys to assist at clinics.
5. Assist with all clinic preparations including client reminders.
6. Attend and assist the pro bono director at all clinics.
7. Notarize documents at clinics.
8. Help monitor and safeguard clinic equipment including tablets and printers.
9. Help track clinic outcomes and statistics.
10. Assist with tracking and closing cases on the case management system.
11. Perform other duties to support the pro bono program at the direction of the pro bono director.

### **Qualifications:**

1. Commitment to AppalReD Legal Aid's mission.
2. High School graduate or equivalent.
3. Law office or other office experience preferred.

4. Notary public or eligible for appointment.
5. Computer proficiency in MS Office applications.
6. Excellent interpersonal skills.
7. Excellent communication skills (oral and written).
8. Ability to work collaboratively as part of a team.
9. Organized, able to prioritize work, handle multiple responsibilities and work ahead of deadlines.
10. Must be able to operate a motor vehicle, hold a valid driver's license and be able to be insured.

Salary: \$11.50 per hour, no fringe benefits

**Submission Deadline: October 29, 2021**

Please send resume, cover letter, and three references to Robert Johns, Executive Director, AppalReD Legal Aid, 120 N. Front Ave., Prestonsburg, KY 41653, or via email at [robertj@ardfky.org](mailto:robertj@ardfky.org).

*AppalReD Legal Aid is an Equal Opportunity Employer.*