



## Employment Opportunity

**Posting Date:** August 15, 2018  
**Title:** Program Director, Community Engagement  
**Status:** Full Time (3 year grant funded position)

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Reporting to the Vice President of Community Relations and Operations and collaborating closely with the Director of the [Institute for Children, Families, and Communities](#), the Program Director, will develop and implement two distinct components of our expanding community engagement work in our Mobile Law Office (MLO), which provides free assistance to individuals in the community, and a new mentoring program for vulnerable youth ages 10-17 who have been abused or neglected or are at risk of abuse, neglect or other related trauma.

Mitchell Hamline's Community Engagement Programs include the Mobile Law Office which was launched in 2016 for the purpose of expanding free legal assistance to individuals who may otherwise encounter obstacles to receiving needed services. Under the supervision of a licensed attorney, students provide information and assistance to those representing themselves and other who need guidance on legal matter. Please refer to our website for more information about our [Mobile Law Office](#).

**Responsibilities:** assist with the ongoing development, implementation and monitoring of the programs; recruit volunteer attorneys; develop training for students and volunteers; accompany and supervise students on site visits; coordinate schedules for students and volunteers; develop community legal education resources; assist in identifying new community partners; and respond to inquiries.

The NEW Mentoring Program is part of our recently launched [Zero-Abuse Project](#). The program will focus primarily on the need of abused and neglected youth (ages 10-17) who have been drawn into the legal system because of issues directly or indirectly related to their abuse or neglect or other related trauma inflicted upon them. Our vision is to create a unique mentoring program that supports this group of youth and empowers them to become strong advocates for themselves in their interactions with various institutions, including the legal system.

**Mentoring Program responsibilities:** research best practices; develop relationships with various non-profit or other organizations; and lead the development and implementation of a pilot program in 2019.

**Qualifications:** Required - J.D.; admission to practice law in Minnesota and minimum of 5 years of legal practice experience; demonstrated ability to relate to and work in diverse communities; and strong interpersonal, communication and organizational skills. Desired - prior legal services and/or community work experience in one or more of the following areas: child abuse and neglect; family law issues related to custody, support and parenting plans; criminal expungements; and housing

eviction expungements; and familiarity with legal service providers and/or social service providers in the Twin Cities and greater Minnesota areas. Candidates with fluency in a second language (i.e. Spanish, Hmong, Somali, Oromo) and advanced degree in social work, psychology, criminal justice or other related field are especially encouraged to apply.

To apply please send cover letter and resume, including salary requirements, and list of three references by e-mail to [hr@mitchellhamline.edu](mailto:hr@mitchellhamline.edu); by fax to (651) 290-8645; or by mail to Human Resources, Mitchell Hamline School of Law, 875 Summit Avenue, St. Paul, MN 55105.

Members of under-represented groups are encouraged to apply. AA/EOE.