



Prioritizing love, compassion, and equity over judgment, shame, and division.

Village Program Coordinator

Salary Starting at: \$43,000

Kalamazoo Defender is an independent non-profit organization that provides legal representation to the adult indigent population charged with a crime within Kalamazoo County. We take a holistic approach, employing compassionate professionals who work with our clients to identify and address additional needs beyond their legal case. In collaboration with our robust network of area service providers, we aim to connect our clients to relevant support services.

Our mission is rooted in the conviction that poverty and various forms of discrimination put our clients on inequitable footing within and beyond our criminal justice system. Our job is to be their zealous defender in the face of these systemic barriers, fighting for them in court but also organizing care for them in our community.

THE JOB:

The Village Program Coordinator supports the Village Operations Director in organizing and facilitating communication within Kalamazoo Defender's Village program. This role involves managing relationships with Village partners, ensuring compliance with communication and record-keeping protocols. The ideal candidate will be proactive, detail-oriented, and possess excellent organizational and communication skills.

Responsibilities include assisting the Village Operations Director with daily tasks, coordinating communication among partner agencies, distributing onboarding materials, maintaining partner contact lists, organizing and documenting partner communications, managing meeting schedules and minutes, updating databases and files, proofreading and editing documents, coordinating donations for the Village resource closet, and representing the Village program at meetings and events.

The Village Program Coordinator plays a crucial role in ensuring the efficient operation of the Village program and supporting its relationships with partner agencies.

RESPONSIBILITIES:

- Assist Village Operations Director with daily organizational tasks.
- Facilitate open lines of communication among Village partner agencies.
- Provide partners with onboarding and other necessary materials.
- Maintain paperwork to document and ensure compliant partner communications and data management.

- Update and maintain current contact information for Village partners.
- Serve as Village meetings coordinator and take meeting minutes.
- Maintain organized and accurate records, updating databases, calendars, and files.
- Proofread and edit drafts of reports, emails, and other work for Village Operations Director.
- Review and organize regular correspondence such as invitations and informative materials.
- Develop spreadsheets and presentations as needed.
- Assist in data collection and analysis.
- Serve as backup for the reception team.
- Manage Village resource closet, including managing inventory and court clothes requests.
- Solicit, secure, and coordinate donations for the Village resource closet and manage client resources such as bus tokens, hygiene supplies, and court clothes.
- Represent Kalamazoo Defender's Village program in the absence of Village Operations Director at internal and external meetings, presentations, and events as needed.
- Perform any other duties as assigned.

QUALIFICATIONS:

- Strong commitment to Kalamazoo Defender's mission and values.
- Excellent verbal and written communication.
- Detail oriented with outstanding organizational skills.
- Demonstrated skill in effectively maintaining documentation and schedules.
- Familiarity with general office and reception duties, such as filing, data entry, and using a multi-line phone system.
- Ability to work independently as well as collaboratively in a team.
- Commitment to professionalism, confidentiality, compassion, and integrity.
- Creative thinker who looks ahead – actively seeking opportunities and proposing solutions.
- Adept at Microsoft Office Suite, with advanced skills in Excel and PowerPoint preferred.
- Skill in working with a variety of individuals from diverse backgrounds.
- Demonstrated commitment to working in an anti-racist workplace.
- Knowledge of existing Kalamazoo resources strongly desired.

BENEFITS:

- Competitive salary, superior health care coverage, generous retirement contributions, ample paid time off, robust employee assistance program, and optional FSA savings.
- An opportunity to work with like-minded, mission driven individuals in a dynamic and innovative holistic legal program, backed by a county capable of maximizing Kalamazoo Defender's mission.
- Children enrolled in Kalamazoo Public Schools may participate in the Kalamazoo Promise, which can provide free or reduced college tuition.

HOW TO APPLY:

Please send your resume, a cover letter, and references to Jobs@KalamazooDefender.org or to the following address:

Kalamazoo Defender
Attn: Human Resources
151 S Rose St
Ste 300
Kalamazoo, MI 49007