

Legal Education, Technology and Training Coordinator

Virginia Poverty Law Center is a statewide non-profit that works to break down systemic barriers that keep low-income Virginians in the cycle of poverty through advocacy, education, and litigation. Virginia Poverty Law Center (VPLC)'s Legal Education, Technology and Training Coordinator position is This position is responsible for coordinating educational materials, access to and creation of assistive technologies for legal needs, and training opportunities on civil legal related issues that affect low-income Virginians.

The scope of education and training offerings to coordinate range from the needs of Virginia's legal aid professionals, which includes including attorneys, paralegals, healthcare navigators, and support staff, to providing information and tools for low-income Virginians individuals seeking civil legal information or self-help materials and technologies when they must represent themselves. The position requires someone who is well-versed in adult learning and knowledge acquisition, and who can initiate, and coordinate subject matter experts (SMEs) and trainers to maintain, assess and implement improvements on current offerings. The Legal Education, Technology and Training Coordinator must also have the project management skills and the vision to create new opportunities in civil legal education, training, and technology to improve access to justice. This position would also be the main contact to and coordinate work by contractors and other VPLC staff to put on VPLC's largest training opportunity, the annual statewide legal aid conference for the legal aid community.

Responsibilities in Training, Learning Events, and Continuing Education

- Manages and oversees the planning of in-person and virtual training and special learning events and the annual conference.
 - Coordinates VPLC staff and event planning contractors to ensure all aspects and details are covered for training sessions, "Know Your Rights" topical events, and the annual statewide legal aid conference.
 - Plans training events from start to finish according to requirements, target audience and objectives alone and in conjunction with the statewide legal aid training committee.
 - Prepare and adhere to budgets for each training, learning event and conference.
- Develops a year-round schedule of training.
- Maintains current training offerings, including new lawyer training, new legal developments, professional skills training, and community education. (currently a series of trainings on new laws affecting those living in poverty).

- Coordinates all aspects of each learning opportunity, including registration set-up, execution of the experience, evaluation, and using user experience data to make improvements.
- Works with VPLC substantive task forces to offer specialized programming.
- Evaluates and reimagines past trainings with the help of SMEs to provide essential skills, such as trial skills or training trainers.
- Creates training needs assessment of the legal aid community for creating paths to refresh the current trainings and add new and more topic-specific trainings.
- Creates appropriate assessment and evaluation measures such as surveys and polls to collect event feedback from trainings, event or conference attendees and participants. Use feedback to improve future offerings.
- Provides ongoing support, advice, training, and resources to help VPLC and Legal Services staff to develop competencies related to, but not limited to the use of digital tools and emerging technology such as mobile, podcasts, etc. to get information to our core audiences.
- Proposes, develops, and curates professional training materials that would be useful to VPLC staff and SMEs.
- Update and maintain education and information resources both for the public and the internal legal aid networks through their respective websites and listservs.
- Coordinate SMEs to revamp and reimagine vlegalaid.org content for clarity and usability.
- Convert past ILT to WBT.
- Work with SMEs to create new opportunities for knowledge-based information, such as short topical explanation videos and e-learning courses.

Preferred Skills:

- Project Management and Leadership skills – getting yourself and project teams across the finish line for trainings, e-learning projects, topic explanation videos. Setting project milestones and managing SMEs and other elements of the project to meet them.
- Expertise in adult learning and knowledge acquisition. Instructional design expertise is a plus, but not required.
- Ability to use blended/e-learning instructional design and the use of digital tools, software, and emerging technologies.

- Extensive knowledge of MS Office Suite capabilities, Adobe or similar open-source software desired. Project management software experience is a plus, but not required.
- Excellent interpersonal skills, timely and responsive communication.
- Intuitive and creative problem-solving capability.
- A self-starter with an ability to initiate projects or learning opportunities to fulfill VPLC's mission, but who is open and able to receive a lot of feedback gracefully as most projects are collaborative.
- Ability to quickly put together opportunities such as webinars through appropriate platforms and Facebook Live events.
- Meticulously detail-oriented with excellent organizational skills
- Ability to approach work collaboratively within VPLC and with outside partners. advise and inform others clearly.
- Ability to set expectations and direction for needs effectively.
- Legal background is a plus, but not required.

VPLC offers excellent benefits and supports creativity to accomplish work goals. Salary range is \$60,000 to \$80,000 and is commensurate with experience and skill set. When applying please submit a cover letter, resume and references and to our position hiring manager at hire@vplc.org