

**Dr. Alice Green, Executive Director of the Center for Law and Justice at 220 Green Street** seeks a **Program and Outreach Assistant** to be responsible for the general client services of our Albany office.

The Center for Law and Justice seeks to hire a **Program and Outreach Assistant** who will work directly with inter-city clients and their families with compassion. The worker must be able to handle stress, provide needed support and accurate information.

### **Primary Purpose**

The **Program and Outreach Assistant** will work with the Director of Operations & Executive Director to plan, develop, organize, implement, evaluate and promote Center programs and educate and engage Capital District communities in the work of promoting social justice.

### **Position Duties and Responsibilities**

- Research, refer, and advocate to connect clients to community resources such as housing, food stamps, childcare, and healthcare to assist and improve a client's well-being.
- Coordinate care with other community services as needed to ensure access. They include health care, law enforcement, schools, housing or social services.
- Build and maintain relationships with community organizations, local service providers, and relevant task forces/coalitions, etc.
- Assist in with the general office operations of the Center for Law & Justice at the 220 Green Street location.
- Assist with answering phones and completing client intakes.
- Assist with coordinating HEAL (health, education, advocacy, LEAD) program activities including attending meetings and programs as assigned.

### **Minimum Qualifications**

#### *Education*

BA/BS required in relevant fields

#### **Or**

#### *Experience*

- Minimum 5 years' experience in the related fields (criminal justice, law, social welfare, public health, public policy, sociology, community health or related discipline (and demonstrated organizational skills.
- Strong written and verbal communication and computer skills required
- Experience working with ethnically and culturally diverse populations and knowledge of urban society and working in urban setting
- Ability to work independently and exercise sound judgment
- Experience within the Capital Region preferred but not required.

### **Salary**

Salary is Negotiable