

Job Announcement

Programs & Outreach Coordinator

Anticipated Start Date: 11/1/2025



Position Overview

Georgia Appleseed Center for Law & Justice seeks a detail-oriented, mission-driven **Programs & Outreach Coordinator** to help advance justice for the most underrepresented children across the state through our housing and school justice initiatives. Reporting directly to the Legal & Policy Director, the Coordinator will support our legal services and policy initiatives by organizing and maintaining the six-person Programs Team's internal systems and workflows, expanding community outreach, managing volunteer lawyer programs, and supporting programs-related meetings, trainings, conferences and events. The Coordinator will also work closely with the Communication and Development teams.

Georgia Appleseed is a nonprofit public interest law center working to build a Georgia where every child thrives at home and at a school. We keep children in school and on a path to success by providing legal services and representation, leading law and policy reform, growing a statewide community of advocates, and collaborating with children, youth, and their families.

Key Responsibilities and Duties

We seek a highly organized, conscientious, team-minded, and outgoing professional passionate about children's rights and wellbeing. This role connects education, housing, health, and justice — and involves working with families, lawyers, and community partners across Georgia. Examples of specific responsibilities include:

Support Legal Services Program

- Provide logistical and administrative support for FAIR (Fairness, Advocacy & Individualized Representation), our program offering free legal services for children involved in school disciplinary and special education proceedings.
- Help maintain the FAIR case management system and collect case outcomes.
- Support our volunteer lawyers network; schedule cases and meetings, manage communications, maintain records, and help expand network statewide.

Support Research Program

- Coordinate the pro bono research program, engaging attorneys and other professionals in research projects that advance program initiatives.
- Track due dates and monitor project status, ensuring timely completion.
- Schedule meetings between Georgia Appleseed staff and pro bono teams.
- Assist with drafting research project proposals.
- Support outreach and stewardship of pro bono volunteers, including recognition events.

Support Program Outreach and Events

- Develop and implement program outreach opportunities statewide.
- Prepare and distribute program resources, table at community events, and support team trainings, presentations, and meetings.
- Assist with planning and on-site logistics for programs events across Georgia, including coalition convenings, community meetings, State Capitol advocacy days, and others.

Other Duties, As Needed

Core Competencies

- Confidence and skill building relationships with the children and families we serve, legal professionals, community leaders and other partners.
- Excellent organizational, tracking, and project management skills, and familiarity with databases and project management software (e.g., Asana preferred).
- Strong written and verbal communication skills; Spanish language skills a plus.
- Enthusiasm and ability to use or learn new digital tools, including AI-based applications, to improve efficiency, productivity, and workflows.
- Fluency in Microsoft 365 (Word, Excel, Outlook, PowerPoint, Teams, SharePoint).
- Proficiency setting up and using simple AV technology and Zoom for meetings and events.
- Ability to work independently and collaboratively across multiple teams.
- Flexibility working occasional hours on evenings and weekends as needed.

Education and Qualifications

- Bachelor's degree preferred, or equivalent combination of education and experience.
- 2+ years in program management, community outreach, and/or volunteer coordination.
- Knowledge of education, housing, child welfare, or social work preferred.
- Experience with nonprofit or public-interest organizations strongly preferred.
- Valid driver's license and access to a vehicle for regular use.

Salary and Benefits

- Salary range: \$55,000–\$62,500, commensurate with experience.
- Group health, vision, and dental insurance (employee premiums currently paid at 100%).
- Life and disability insurance (employee premiums currently paid at 100%).
- 401k match (currently 5%).
- FSA and HSA options.
- Free office parking.
- Generous paid time off.
- Hybrid in-office and remote work schedule.

This is a full-time exempt position located at 150 Interstate North Parkway SE, Atlanta 30339 in Cobb County. The role includes hybrid work (currently Mon/Fri remote; Tue–Thu in office) and some local and overnight travel.

How to Apply

Please submit the following to hr@gaappleseed.org:

- Your **resume**
- A **cover letter (250 words or fewer)** addressing the prompt: *Describe a time you helped a community, organization, or family navigate a challenge. What did you take away from the experience?*

Applications must include both a resume and cover letter to be considered. No phone calls, please. Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early applications are encouraged.

Interviewed candidates may be asked to perform a skills assessment. Prior to employment, we will conduct a background check and require proof of COVID-19 vaccination (reasonable accommodations considered as required by law).

Georgia Appleseed is proud to be an equal opportunity employer. We value diversity in all its forms and welcome applicants from underrepresented communities. Reasonable accommodations will be made for qualified individuals with disabilities.