



## **JOB ANNOUNCEMENT – JUSTICE COURT ACCESS PROGRAM PROJECT MANAGER**

December 9, 2020

The Mississippi Center for Justice seeks to hire a Justice Court Access Program Project Manager for our office in Jackson. The Center seeks someone with an interest and experience in working with surveys, training videos, and outreach to assist self-represented litigants in Justice Court.

Mississippi Center for Justice is a nonprofit, public interest law firm committed to advancing racial and economic justice statewide. Our lawyers work with community leaders to support their social justice campaigns and to channel the energies of the legal community to combat discrimination and poverty. With offices in Jackson, Biloxi, and Indianola, we seek systemic solutions that promote educational opportunity, protect the rights of consumers, secure access to healthcare and childcare, and make fair and affordable housing available for all Mississippians.

### **Job Responsibilities:**

As a full-time employee, based in Jackson and reporting to the Director of Consumer Protection, the Project Manager will be responsible for developing and implementing a new project, the Justice Court Access Program, for the Mississippi Center for Justice.

### **Job duties will include:**

- Create a work plan defining project initiatives, goals, and outcomes.
- Gather data around the procedures used by Mississippi's Justice Courts in response to the pandemic.
- Oversee creation of 6 videos for Justice Court judges and self-represented litigants.
- Oversee creation of A Justice Court Access Program website with resources for Justice Court judges and self-represented litigants.
- Work with vendors to create virtual navigator for the website.
- Devise a plan for dissemination of resources created for the project.
- Survey judges and litigants to evaluate usefulness of resources.

### **Qualifications:**

- Bachelor's degree
- Excellent written and verbal communications skills
- Excellent organizational, networking, and relationship-building skills
- Commitment to the mission of the Mississippi Center for Justice

Please send brief letter of interest, resume and two (2) references to Beth Orlansky at [borlansky@mscenterforjustice.org](mailto:borlansky@mscenterforjustice.org). The position will stay open until filled.

*The Mississippi Center for Justice is an Equal Opportunity Employer.*