Date: March 14, 2023

Position: Grant Coordinator (Full-Time)

The Organization:
The mission of Los Angeles Center for Law and Justice (LACLJ) is to secure justice for survivors of domestic violence and sexual assault and empower them to create their own futures. LACLJ is a non-profit law firm serving survivors throughout Los Angeles County. LACLJ’s primary practice areas are family law and immigration. However, LACLJ strives to provide clients with holistic legal services and has a growing criminal justice advocacy, homelessness prevention and appellate practice. Additionally, through our integrated legal/social worker service model, LACLJ Community Advocates provide supportive services such as education, safety planning, accompaniment, and linkages to other service providers as part of the legal team. LACLJ is committed to a trauma-informed and culturally responsive workplace and service provision.

The Position:
LACLJ is seeking a full-time Grants Coordinator with a strong commitment to public interest and social justice advocacy to join our team. The Grant Coordinator will report directly to the Director of Grants & Contracts and will provide administrative and compliance-related support with government grants and contracts. In addition to processing documents electronically and regularly updating LACLJ’s grants database, this position will work collaboratively with the grants team to prepare and submit government grant solicitations, reports, and compliance documents.

The primary responsibilities of this position include:

- Provide day-to-day coordination of all government grants and contracts by maintaining and updating proposal and award information in systems and databases, creating and maintaining files, and coordinating/tracking proposal submission, award set-up, compliance, and reporting;
- Assist with grant solicitations and reports, including coordinating team assignments, gathering updated corporate documents, preparing standard documents, updating project staff bios, researching, proofreading, and submitting final documents to grant funders;
- Participate in grantor/contractor site visits conducted at the main office and off-site office for purposes of compliance;
- Attend any grant and contract required meetings, specifically meetings required by Department of Public and Social Services (DPSS);
- Develop and improve effective and efficient grant systems for tracking and monitoring grant compliance, reporting deadlines, volunteer hours, and contacts;
- Monitor grant and contract expenditures to ensure appropriate spending;
- Monitor grant funded partners to ensure grant spending, reporting and compliance requirements are met;
- Work with LACLJ’s case management system (LegalServer) team to ensure that new grant and contract data requirements are recorded in LegalServer;
- Collect data on all matching and volunteer hours, including Pro Bono Attorney hours.

Job Qualifications, Skills and Abilities

All candidates must have:

- Bachelor’s degree;
- Experience working with government grants and contracts;
- Good organizational skills, attention to detail, and excellent written and verbal communication skills.
- Proficiency in Microsoft Office applications.
- Ability to work independently with a high degree of accuracy and attention to detail.
- Ability to work under pressure and meet strict deadlines.
- Flexibility to work evenings, weekends, and holidays as needed.

LACLJ is an equal opportunity employer and is committed to diversity and equity in all employment practices. We strongly encourage applicants to apply who are members of historically marginalized communities, including women, people of color, and LGBTQIA+ individuals. Applicants with disabilities are encouraged to apply. We are committed to ensuring an inclusive and equitable workplace. LACLJ offers competitive salaries and a comprehensive benefits package.

Please submit your resume and a cover letter to: jobs@laclj.org. Only those selected for an interview will be contacted.
• Experience with Legal Server or similar case management system software;
• Strong written and oral communication skill;
• Strong interpersonal skills, and an ability to work collaboratively with a dynamic team;
• Able to troubleshoot technical issues at a moment’s notice;
• Strong research skills to gather information;
• Strong technology and software skills including MS Outlook, Word, Excel etc.
• Ability to interpret data and draw conclusions from it; and
• Positive attitude and resourcefulness, irrespective of obstacles or the task at hand.

Preferred candidates will also have one or more of the following:

• Demonstrated commitment to serving low-income people;
• Demonstrated commitment to serving survivors of domestic violence, sexual assault, human trafficking and/or immigrant populations.

Working Conditions and Physical Requirements

• Prolonged periods of sitting at a desk and working on a computer.
• Work will be performed remotely or in an office setting at a work station.
• This position requires concentration on tasks while facing distractions.
• This position requires attendance at meetings, both remote and in person, in and outside the LACLJ offices and requires applicants to be located in Southern California.
• Use of office machines such as computers, photocopiers, and telephones, in addition to virtual office platforms.
• Ability to work at and travel between the LACLJ main office at 5301 Whittier Blvd. in East Los Angeles and other locations.
• LACLJ complies with all Los Angeles County Covid-19 Vaccine mandates, which may require candidates to provide proof of Covid-19 vaccinations and boosters.

Salary and Benefits: This position is a nonexempt position with a salary range from $28-$33 per hour, depending on experience. LACLJ offers a generous benefits package, a 35-hour workweek, paid vacation leave and sick leave and 100% employer-paid medical (Kaiser), dental, vision, long-term disability, life insurance. Staff also have the option to participate in a 403(b) retirement plan and dependent and health flex savings accounts (FSA). LACLJ is an eligible nonprofit employer for the Public Service Loan Forgiveness (PSLF) Program.

To Apply: Please send a cover letter and resume to Marilyn Florentino, Office Manager, via email to marilyn@laclj.org with the position title in the subject header. Resumes will be accepted until the position is filled.

Los Angeles Center for Law and Justice is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, disability, or sexual orientation.