

## **Criminal Record Expungement Project (C-REP) Manager**

**Philadelphia Lawyers for Social Equity (PLSE)** is a 501(c)(3) non-profit legal aid organization. PLSE's mission is to work toward just outcomes for low-income individuals who have had contact with the Pennsylvania criminal justice system. Through individual representation, strategic litigation, community education, research, and legislative advocacy, PLSE advocates for a more equitable social environment for those with criminal records, including expanding access to employment and social services.

PLSE is seeking a full-time Project Manager to streamline the expungement project. The Criminal Record Expungement Project ("C-REP") represents low-income individuals through the expungement process in the Philadelphia Court of Common Pleas. PLSE identifies clients by conducting community-based intake sessions. The C-REP Project Manager will be responsible for coordinating times and places for these clinics and for organizing client information gained at these intake sessions as well as streamlining the process of expungement. The ideal candidate will have a passion for the work and mission of the organization.

This position reports directly to the Executive Director. This is a temporary appointment, with the potential to transition to permanent within ninety (90) days.

### **Responsibilities will include:**

- Coordinating with partner organizations and volunteers to schedule, arrange, staff and facilitate expungement/pardon clinics, pardon workshops, and community presentations.
- Overseeing the project's finances, including managing invoices to/from partner organizations and proper filing/storage/retrieval of all contract, MOU, and invoice records.
- Attending C-REP clinics to serve as a point-person on site and otherwise perform duties as assigned. Travel to locations as well as weekend and/or evening hours will be required.
- Managing intake and expungement paperwork, including overseeing the scanning, filing, and organizing to ensure quick and easy access by all staff members.
- Ensuring C-REP processing schedule and deadlines are met.
- Regular analysis of organizational processes, and work to improve quality, productivity and efficiency.
- Providing other administrative support to attorneys and other C-REP staff as needed.
- Other duties as assigned: as a small organization, everyone is expected to pitch in to help everyone with almost every task, regardless of title or level of experience.

### **Qualifications:**

- Bachelor's degree required.
- Experience working with legal non-profits and in community outreach is preferred, but not required.
- Experience with the criminal justice system is preferred, but not required.

- Competence in using Microsoft Office suite and Google Drive is required, as is a willingness to learn new software and databases (e.g., Salesforce).
- Ability to work independently and as part of a team in an open floorplan office.
- Possesses strong interpersonal skills as demonstrated by professional and cooperative interaction with diverse groups of coworkers, external partners, community members.
- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- Commitment to being a member of the team, positive attitude, and good sense of humor are required, because the team is small and the demand for our service is large.

**Salary and Benefits:** PLSE pays staff on the basis of the salary scale utilized by Community Legal Services, which depends upon years of experience in the position. Temporary employees are not eligible for benefits.

**To Apply:** Applications will be considered on a rolling basis. Please submit questions and applications to: Sarah Coyle, Staff Attorney, [coyle@plsephilly.org](mailto:coyle@plsephilly.org). Please include a cover letter and resume. PLSE values a diverse work environment. PLSE invites all applicants to include in their cover letter a statement about how their unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and the services we provide to impacted communities.

**Philadelphia Lawyers for Social Equity is an equal opportunity employer.** PLSE does not discriminate in the selection of employees on the basis of race, color, religion, gender, sexual orientation, sexual identity, genetics, age, national origin, disability, or veteran status. In addition to federal law requirements, PLSE complies with all applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, leaves of absence, compensation and training.