

## Civic Tech Project Manager

**Philadelphia Lawyers for Social Equity (PLSE)** is a 501(c)(3) nonprofit 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 part-time Project Manager to oversee its various civic technology projects. Since its founding, PLSE has depended upon technology to efficiently serve a rapidly expanding number of clients and partner organizations. With more than 1,500 clients annually and only two staff attorneys, the office leverages technology to efficiently prepare paperwork needed for court, track progress, and report our success to donors and funders. Over the last two years, PLSE has been spearheading innovative technology that makes criminal record clearing more accessible to the public, not just its clients. This position reports directly to the Executive Director.

### Responsibilities will include

- Routinely meeting with project leads to support their efforts and ensure that deliverables are completed on time
- Working closely with the volunteer Salesforce Developer to regularly improve Salesforce functionality for office needs
- Managing the PLSE website and routinely updating content
- Attending meetups outside of regular office hours to meet with tech volunteers
- Strategizing and thinking ahead to other technology that would be beneficial to improve PLSE's efficiency and/or be beneficial to its population served

### Qualifications

- Competence with client management software, preferably Salesforce
- Experience managing websites, preferably through Wordpress
- Experience serving as project lead or manager for tech projects
- Experience managing and supervising volunteers

**Salary and Benefits:** Salary will be commensurate with years of relevant experience. Temporary employees are not eligible for benefits.

**To Apply:** Applications will be considered on a rolling basis. Please submit questions and applications to Katherine Zuk, Director of Communications and Outreach, [zuk@plsephilly.org](mailto:zuk@plsephilly.org).

Please include a cover letter and resume. PLSE values a diverse work environment, including those with lived experience in the criminal justice system. 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.