



## **RECRUITMENT NOTICE**

### **Programs Manager – Judiciary Access and Resource Center Open until filled**

This position is responsible for developing and managing access to justice programs, centers, pilots, and initiatives for the Vermont Judiciary. The position is located in Burlington and will be responsible for the development and management of a new Access and Resource Center (ARC). The position reports to the Chief of the Planning and Court Services Division.

The ARC will be a service center for those representing themselves; for those with limited English proficiency; for those in need of information about their case, about the judicial process, or about accessing Judiciary forms and services; and for those who are in need of referral to services, including legal services, language access services, and possibly other advocacy or social services.

The ARC will be physically located on the first floor of the Costello Courthouse in Burlington, though the Judiciary anticipates that there will be a range of services available through the ARC to people around the state using a variety of remote technology tools and strategies. Work will be performed with considerable latitude for the exercise of independent judgment and evaluative thinking.

Occasional travel to other locations and overnight meetings may be required. Private means of transportation is necessary, with mileage and expenses reimbursed at prevailing state rates. Although duties normally occur within a regular weekday schedule, weekend and evening activity may be necessary. This is an exempt, non-bargaining unit position within the Office of the Court Administrator, located at the Vermont Supreme Court, 111 State Street, Montpelier, Vermont.

#### **ESSENTIAL JOB FUNCTIONS:**

- Assist in the planning for and management of access to justice programs and services to be provided in-person, by phone, and using a range of remote technologies. Work involves identifying gaps in services; developing strategies in response; developing and maintaining relationships with program partners; drafting and implementing policies and standards of operation; securing and managing resources; recruiting and managing staff; and monitoring and evaluating program impact.
- Research and maintain familiarity with best practices in the area of access to justice services, particularly those focused on addressing the needs of self-represented parties.
- Management of assigned programs, projects, and/or grants, including responsibility for the following: planning; budgeting; implementation; allocating resources; stakeholder outreach and networking; and delivering results against stated goals.
- Develop tools to accurately measure, analyze and communicate the performance of access to justice and affiliated programs and services against stated goals, collect data, and prepare statistical and narrative reports that support the continuous improvement of access to justice services and the ARC.
- Contribute to the development of internal and external communications, outreach, and engagement

strategies to maximize knowledge and understanding of the Judiciary's access to justice services, including those provided through the ARC.

- Collaborate with peers within the Judiciary to develop and manage technology tools and projects related to access to justice and the ARC.
- Participate in producing and delivering education and training materials in support of the Judiciary's access to justice goals and the ARC.
- Provide support to and act as representative for the Judiciary on committees and interbranch task forces focused on access to justice; collaborate with representatives from partner organizations to further the mission, reach, and impact of the Judiciary's access to justice goals and the ARC.
- Research grant opportunities and develop grant proposals in keeping with the goals, mission, and available resources of the Judiciary.
- Other duties and responsibilities as assigned.

### **MINIMUM QUALIFICATIONS:**

**Education:** A juris doctor degree from an accredited law school and/or a license to practice law in any U.S. jurisdiction is required. At a minimum, candidates must have a bachelor's degree in a related field.

**Experience:** Five or more years of related experience in a public, private or non-profit organization with substantive responsibility developing and managing projects, improving business processes, trial court operations, or program coordination or management.

### **PREFERRED:**

- Significant experience with access to justice projects, especially those with a focus on serving self-represented parties.
- Understanding of barriers facing self-represented persons' ability to participate in the court process.
- Familiarity with access to justice policy and practice issues.
- Commitment to providing services to under-resourced and marginalized individuals, ideally with self-represented parties in a justice setting.
- Strong written and verbal communication, interpersonal, and organizational skills.
- Ability to collaborate, particularly in settings where demand for services may be high and resources may be limited.
- Ability to research and draft procedures and policies for review.
- Experience in project management concepts and strategies.
- Knowledge of the principles of trial court operations and procedure.
- Record of being innovative and self-motivated to sustain a high level of accomplishment without close review and supervision.
- Experience of a progressively responsible nature in related work.

### **SALARY AND BENEFITS:**

The annual equivalent for this position will be \$75,000. Benefits include:

- Twelve days each of vacation and sick leave are earned per year.
- Twelve holidays are paid per year.
- Group life and medical insurance are available.
- Dental coverage is effective after six months.
- Long Term Disability coverage after one year.
- Deferred Compensation (457 Plan), a supplemental savings and investment plan for retirement.

- Membership in the Vermont State Employees' Retirement System, through either a Defined Benefit (i.e., pension) plan or through a Defined Contribution plan.

**Submission of Applications:** Candidates shall submit a complete and up-to-date Judicial Branch Application and a resume to the following email address: [jud.jobs@state.vt.us](mailto:jud.jobs@state.vt.us)

An electronic version of the Application can be found at: [www.vermontjudiciary.org](http://www.vermontjudiciary.org).

Format E-mail subject line as follows: your name 21014 (example: Smith 21014)

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