

## LCL OUTREACH MANAGER

Lawyers Concerned for Lawyers (LCL), Minnesota's Lawyer Assistance Program, is hiring an outreach manager. This individual will enhance and manage LCL's robust outreach efforts.

### Organization overview

LCL is a 501(c)(3) organization that provides free confidential services for lawyers, judges, law students and their immediate family members on any issue that causes stress or distress. This includes substance use, mental health, stress, family, career, and other concerns. LCL offers peer and professional support and has a committed volunteer network. Clients may receive up to four free counseling sessions, assessments, and referrals to other resources. LCL educates the profession on challenges as well as opportunities to enhance well-being and collaborates with many other stakeholders, including the Minnesota Supreme Court, bar associations including the MSBA and Affinity bars, CLE providers, and many others. LCL staff and volunteers deliver over one hundred presentations annually.

### Primary responsibilities:

- a) In conjunction with the Executive Director, volunteers, and staff, act as a public spokesperson for LCL. Develop and deliver presentations for CLE seminars, bar association meetings, law schools, judicial programs, and other events to educate the bench, bar, and law students regarding issues in the profession and LCL's mission and services throughout Minnesota.
- b) Reach out to organizations and entities to offer LCL programs and coordinate all educational efforts. Customize programs as appropriate.
- c) Develop relationships with volunteers to build and maintain engagement in LCL, including as part of a statewide speaker's network.
- d) Design, write and oversee the production of LCL publications including newsletters, brochures, and other media. Write blog posts and articles for printed and on-line publications. Post to social media platforms in accordance with LCL standards. Create website content. Identify and develop additional outreach tools.
- e) Together with the Director and Case Managers, act as the contact point for referrals to LCL either on a voluntary or referral basis. The Outreach Manager should always remain accessible to current members or to legal professionals seeking help.
- f) Develop new programs and program materials in consultation with the Executive Director and other staff as appropriate.
- g) Develop evaluation and feedback tools, review statistical information, and develop programs and procedures to strategically increase LCL's public relations, prevention,

and education services.

- h) Manage all aspects of outreach recordkeeping and reporting.
- i) Staff LCL board Education and Outreach Committee.

Minimum Qualifications:

- JD from an accredited law school. Bar admission preferred.
- Demonstrated strong public speaking and writing skills.
- Proficiency with PowerPoint
- Familiarity with Zoom, MS Teams, and other presentation platforms
- Familiarity with and comfort using social media.
- Ability to take initiative and to work independently and efficiently to manage multiple outreach opportunities and venues.
- Familiarity with the Minnesota legal community.
- Experience collaborating with others in an educational or training context.
- Commitment to diversity and inclusion.
- Ability to connect audience members with LCL resources.
- Ability to travel throughout Minnesota and be available for periodic evening and weekend opportunities.
- Demonstrated familiarity with substance use, mental health, stress, well-being, and related issues, through training or personal experience, and ability to offer this perspective in outreach activities.

Desired Qualifications

- Basic video editing skills
- Proficiency with MS Office, Adobe Acrobat
- Basic website editing and management using WordPress

Application information:

The position is open April 1. Applications will be accepted through February 23 or until the position is filled.

Salary DOE. Benefits include health care reimbursement and retirement plan.

To apply, please email letter of interest addressing the job qualifications, resume, the names of three professional references, and any questions, to [help@mnlcl.org](mailto:help@mnlcl.org). EOE