LEGAL AID OF NORTH CAROLINA

Position Announcement

We are excited to announce a job opportunity for the position of **Community Resource Coordinator** at Legal Aid of North Carolina.

Position Title: Community Resource Coordinator
Employment Type: Full-Time, Non-Exempt, Grant-Funded
Location: Durham Office
Application Deadline: November 4, 2026

About us: Legal Aid of North Carolina is a statewide, nonprofit law firm that provides free legal services in civil matters to low-income people to ensure equal access to justice and to remove legal barriers to economic opportunity.

Legal Aid is an innovative, creative, progressive, and efficient civil legal service provider to the poor, working towards an inclusive justice system of equal access. All voices are valued, heard, and respected.

Who we are looking for: Legal Aid of North Carolina is seeking a highly motivated candidate to serve as the Community Resource Coordinator for the Durham Eviction Diversion Program. The program works collaboratively with the Duke University School of Law Civil Justice Clinic, the NC Central School of Law Civil Litigation Clinic, Durham Department of Social Services, the court system, Durham Sheriff's Department, Durham Neighborhood Improvement Services, and other community organizations to help stabilize and strengthen families through litigation and other strategies designed to prevent evictions and eviction judgments.

The Community Resource Coordinator will work with community organizations, funders, businesses, and government agencies to expand the financial and community resources available to support the program's eviction-prevention efforts. The coordinator will also help increase awareness and support for the program by coordinating community outreach, volunteer resources, and legal education activities.

Why this role matters: The Community Resource Coordinator plays an important role in supporting the Durham Eviction Diversion Program's efforts to prevent evictions and promote housing stability. By developing community partnerships, expanding available resources, and coordinating outreach and education, this position helps connect the program and the people it serves with critical community support.

What you will do:

- Coordinate activities with the Duke University School of Law Civil Justice Clinic and the NC Central School of Law Civil Litigation Clinic.
- Lead the housing team in developing relationships with community leaders, funders, allied organizations, business leaders, public media outlets, and coalition partners.

- Help build a base of support within the City of Durham and among interested organizations throughout North Carolina and nationally.
- Coordinate community engagement activities through outreach, database development, flyer distribution, social media, and other methods.
- Assist the housing team with developing and conducting community education programs.
- Assist with developing a pro bono network to support the advocacy and education efforts of the Durham Eviction Diversion Program.
- Assist with compliance activities, including the timely submission of required reports.
- Conduct client intake and perform other administrative duties needed to support advocacy efforts.
- Perform other duties as assigned.

What you will bring to Legal Aid of North Carolina:

- Prior experience with outreach and education in low-income communities.
- Ability to communicate effectively with residents, funders, government and elected officials, business leaders, and leaders of health, legal, economic, and social justice organizations.
- Strong research, writing, and communication skills.
- Experience meeting deadlines and managing multiple assignments simultaneously.
- Commitment to working collaboratively in a team environment.
- Familiarity with the Durham community, particularly the resources and organizations available to assist low-income residents.
- Strong organizational and computer skills.
- Flexibility and the willingness to work extended hours, including evenings and weekends, as necessary.
- Ability to travel and access to a vehicle.
- Bilingual proficiency in English and Spanish is strongly preferred.

What we offer:

- **Compensation:** Salary will be commensurate with the selected candidate's qualifications and experience.
- **Health Benefits:** Comprehensive medical, dental, and vision coverage for employees and eligible dependents
- **Retirement Plan:** 401(k) plan with a discretionary employer contribution
- **Work Environment:** Culture that promotes work-life balance, flexibility, and overall employee well-being.
- **Paid Leave:** Generous paid time off and recognized holidays
- **Parental Leave:** Up to 12 weeks of paid parental leave for eligible employees
- **Insurance Coverage:** Employer-paid life, short-term and long-term disability coverage
- **Employee Assistance Program (EAP):** Confidential counseling and support services.

- **Professional Development:** Ongoing learning and leadership development opportunities

How to apply:

Legal Aid of North Carolina believes all our professionals bring unique approaches and ideas to solving problems and advancing our mission.

If this is the work environment you would like to join, we invite you to apply for this wonderful opportunity. Please submit a cover letter and resume with the subject line "**Community Resource Coordinator"** and the posting number: **202610-480** to: jobs@legalaidnc.org.

Professional reference checks and a pre-employment background check will be conducted as a condition of employment.

Equal Opportunity Employer

Legal Aid of North Carolina is an equal opportunity employer. We welcome all qualified applicants and make employment decisions based on experience, qualifications, and organizational needs.