

# Legal Services National Technology Assistance Project



www.lsntap.org

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## Bay Area Legal Services - Legal Tech and Digital Project Manager (Full-Time)

Bay Area Legal Services is seeking to fill a temporary, full-time Legal Tech and Digital Project Manager position to work remotely in Florida.

67%: This role will be responsible and accountable for leading digital projects from conception through to completion. The position will spend their time on a grant-funded project, focused on empowering youth in foster care of their legal rights through the creation of a website, app, and various media. The project is based on the Know Your Rights Guide, an informational guide for teenagers in foster care.

33%: This role will also design and create document automation solutions for internal users (attorneys, legal assistants, etc.) to more efficiently complete legal documents and forms.

**NOTE:** This is a multi-grant-funded position with the term of employment to end on July 31, 2023. Applicants will need to be able to work a minimum of 25 hours per week, maximum 29 hours per week.

Applicants seeking employment with us should understand and share our commitment to Bay Area Legal's mission and vision, and be willing to abide by the four core values of Bay Area Legal Services.

### **Florida Remote**

The position is not required to work at any Bay Area Legal office location, but is required to be a Florida resident.

Click here for the full job posting.

**To apply, email cover letter and resume to recruiting@bals.org and state how you learned about the role.**

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<http://www.lsntap.org/node/404/bay-area-legal-services-legal-tech-and-digital-project-manager-full-time>

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