

PRO BONO RESOURCE CENTER OF MARYLAND

Position Description for

Program Attorney/Staff Counsel

The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a bright, highly organized and self-motivated attorney to join the Home Preservation Project to assist with orchestrating and managing the volunteer lawyer project as well as engaging in coordination, policy and advocacy for the Court of Appeals' Standing Committee on Pro Bono Legal Service. Approximately half of the time will focus on developing an expertise in foreclosure defense, tax sale defense and elder law; recruiting, training, and mentoring volunteer lawyers for the Project; community outreach and planning and managing volunteer attorney involvement in community legal clinics for homeowners. The balance of the time will involve staffing the court's committee, conducting outreach to local pro bono committees and bar associations, developing project models and promoting policies and practices that will help activate and sustain local pro bono initiatives. The position will involve significant collaboration with partner agencies and community groups.

PRIMARY RESPONSIBILITIES for HOME PRESERVATION PROJECT:

- Plan and implement creative outreach strategies aimed at recruitment and retention of pro bono attorneys.
- In conjunction with partners, plan and coordinate substantive training for pro bono attorneys.
- Develop and manage support services for volunteers including mentoring and resource documents.
- Coordinate community legal advice clinics statewide and engage pro bono attorneys to provide one-on-one brief legal advice.
- Staff legal advice clinics to provide substantive legal support to volunteer attorneys, manage flow of clients through consultations, and facilitate appropriate cross-referrals to other available services.
- Track and analyze clinic metrics and client outcomes.
- Contribute to grant reports.
- Coordinate with partners through meetings and other means of communication as needed to maintain efficient and effective program.
- Maintain and develop network of community partners, including faith-based organizations, elected officials, senior centers, neighborhood groups and housing counseling agencies in Prince George's County.
- Increase community awareness about relevant resources, including brief legal advice clinics, case placement services and relevant city and state programs and social service resources.
- Coordinate outreach activities such as radio advertisements, press releases, web-based and other communications, and homeowner phone calls.
- Create outreach materials for public and volunteer attorney recruitment.
- Assist with client intake and follow-up.

PRIMARY RESPONSIBILITIES FOR STANDING COMMITTEE ON PRO BONO:

- Manage administration and support of activities related to the Court of Appeals' Standing Committee on Pro Bono Legal Service.
 - Arrange monthly meetings, draft agendas and minutes, and conduct research and follow-up.
 - Coordinate periodic regional pro bono committee meetings at various locations in Maryland.
 - Attend local pro bono committee meetings in various jurisdictions in the state and provide assistance on behalf of the Standing Committee.
 - Update legal services directories and other resources for all counties.
- Provide technical assistance and support to local pro bono committees and monitor progress on pro bono projects and initiatives by:
 - Sharing resources, best practice tips and training with local pro bono committees; and
 - Developing and distributing quarterly electronic publication highlighting activities of local committees.
- Identify and research proposals for new policies and practices to enhance pro bono service and increase access to justice for those in need.

- Research rules and policies that impact pro bono participation and access to the justice system
- Assist in compiling Report to Court of Appeals of Maryland at least annually on progress of effort.

QUALIFICATIONS:

- Admission to the Bar in the state of Maryland
- Must be available some evenings and weekends when community clinics occur. Car necessary.
- Excellent written and verbal communication skills and strong public speaking ability.
- Ability to work well with a variety of people, including other staff, volunteers, clients, public interest organizations, governmental entities, Board members, and donors.
- Strong attention to detail and excellent organizational and record-keeping skills.
- Strong commitment to helping the community and ensuring equal access to justice.

APPLICATIONS MUST INCLUDE:

- Cover letter
- Resume
- Writing sample
- References.

EMAIL TO:

Margaret Henn, mhenn@probonmd.org;
Please write "Program Attorney" in subject line.

OR FAX TO:

410-385-2616

NO PHONE CALLS PLEASE

PBRC is a statewide non-profit organization whose mission is to promote equal access to justice in Maryland by coordinating and supporting volunteer civil legal services, providing resources and support for legal advocates for the poor, and promoting cooperation within the legal community.