**PRO BONO RESOURCE CENTER OF MARYLAND**

Position Description for

**Staff Attorney for the MARYLAND IMMIGRANT LEGAL ASSISTANCE PROJECT**

The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a highly motivated, organized and bright attorney who is fluent in Spanish to join the Maryland Immigrant Legal Assistance Project. The position will focus on management and supervision of the legal services offered at the program's brief advice clinics which take place at the Baltimore Immigration Court twice per week. The attorney must be available Tuesdays and Wednesdays from 8:30 AM to 3:00 PM as those are the hours in which the court clinics take place.

**STATUS:** This is a **part-time position**. Competitive salary, dependent on experience. ***Position to start as soon as possible.***

**PRIMARY RESPONSIBILITIES:**

- Facilitate volunteer legal services for immigrants in removal proceedings at Project clinics at the Baltimore Immigration Court.
- Work with the Project Paralegal to staff in-court legal clinics to assist with intake, obtain necessary client paperwork, manage flow of clients, direct immigrants to additional resources, and support volunteers.
- Mentor volunteer attorneys giving legal advice at project clinics at Baltimore Immigration Court to ensure competent and accurate legal services are offered to clients receiving services.
- Track and summarize data related to clients served at the clinic.
- Communicate regularly with the Project Manager about the volunteers offering services at the court clinics.
- Assist in the development of any new materials needed to expand services from unaccompanied children to other areas of need as the program grows.
- Work with Project Manager to maintain and develop network of community partners.
- Attend bi-monthly meetings with other project staff to coordinate services across the project's various clinics.
- Additional responsibilities, as deemed necessary, in support of the Project's mission to ensure statewide recruitment and coordination of pro bono immigration legal services for immigrants in removal proceedings.

**QUALIFICATIONS:**

- Spanish language fluency required.
- Two years of experience representing immigrants in removal proceedings preferred.
- Admission to practice before at least one state bar.
- Strong attention to detail and excellent organizational and record-keeping skills.
- Excellent interpersonal, written and verbal communication skills.
- Ability to work well with a variety of people, including other staff, volunteers, clients, public interest organizations, governmental entities, Board members, and donors.
- Experience working with children preferred.
- Strong commitment to helping the community and ensuring equal access to justice.
- Availability to commit to working two days per week for the Pro Bono Resource Center of Maryland

***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.***

**TO APPLY, send resume, cover letter, and references to:**

Pro Bono Resource Center of Maryland
Attn: Staffing
520 W. Fayette Street, Suite 300
Baltimore, MD, 21201
Email to: Staffing@probonomd.org