PRO BONO RESOURCE CENTER OF MARYLAND

Position Description for

Staff Attorney for the COURTROOM ADVOCACY PROJECT

The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a bright, highly competent and conscientious attorney with a commitment to public interest lawyering to join its Courtroom Advocacy Project (CAP). CAP is an innovative, highly effective pro bono program providing day-of-court, limited scope representation to consumers and tenants in district court with the support of staff and volunteer attorneys. The CAP staff attorney is expected to develop an expertise in tenant and consumer advocacy in district court and to recruit, train, and mentor CAP volunteer attorneys. Because the CAP staff attorney will staff and coordinate multiple courthouse-based pro bono clinics per week, the ideal candidate for this position thrives in a fast-paced, sometimes varying work environment, enjoys representing clients in court multiple times per week, and is a cooperative, reliable team-player and self-starter. Applicants should be passionate about advocating for the rights of low-income consumers and tenants and enthusiastic about the opportunity to develop an expertise in limited scope, day-of-court legal triage and representation in district court.

Recent bar admittees encouraged to apply.

STATUS: Full time exempt position. Competitive salary, dependent on experience, and an excellent benefits package including paid health insurance and employer-matched 401k plan.

PRIMARY RESPONSIBILITIES:

- In coordination with CAP staff and volunteer attorneys, responsible for staffing PBRC's district court pro bono clinics ("CAP Clinics")—comprised of PBRC's Tenant Volunteer Lawyer of the Day (TVLD) Clinic and Consumer Protection Project (CPP) Clinic—held multiple times per week at Baltimore City District Court;
- In coordination with CAP staff and volunteer attorneys, provide direct legal services to tenants and consumers assisted at CAP district court clinics and manage a small in-house caseload of consumer and LL/T cases;
- Assist CAP Director with recruiting new volunteer attorneys to staff CAP clinics and to represent tenants in rent escrow hearings through CAP's new reduced-fee (low bono) rent escrow case placement program;
- Assist CAP Director with managing existing pro bono panel and provide mentorship, guidance, and support to CAP volunteer attorneys;
- Ensure accurate data collection for clinic clients and consistently strive to meet CAP goals performance measures;
- Maintain organized records for Project and contribute to grant applications and reports as assigned by CAP Director;

- Collaborate with Project partner organizations, local law schools, and other legal services and community organizations on consumer and tenant advocacy efforts; and
- Participate in advocacy, stakeholder, and coalition meetings as well as other collaborative groups as assigned by CAP Director.

QUALIFICATIONS:

- Admission to the Bar in the state of Maryland (or will be admitted in December 2019);
- 0-3 years of relevant experience;
- Self-motivated, highly organized with exceptional time management and task prioritization skills;
- Excellent written and verbal communication skills and strong public speaking ability;
- Strong attention to detail with excellent record-keeping skills;
- Experience with data collection and case management databases (Salesforce a plus);
- Ability to cooperate and build camaraderie with a variety of people, including other staff, volunteers, clients, public interest organizations, governmental entities, Board members, and donors;
- Demonstrated commitment to public interest law and an interest in promoting access to justice.

TO APPLY:

- Interested candidates should send, via email, **1**) a cover letter describing interest and qualifications for the position, **2**) a resume, **3**) a short writing sample (no more than five pages), and **4**) the names and contact information for three professional references to Sydney Dunning at sdunning@probonomd.org with the subject line "CAP Staff Attorney - Last Name, First Name"
- If job is posted, then we are still accepting applications.

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.