PRO BONO RESOURCE CENTER OF MARYLAND, INC.
Position Description for
PARALEGAL for Courtroom Advocacy Project

The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a bright, highly organized, and self-motivated individual to join the Courtroom Advocacy Project (CAP) which focuses on assisting those who cannot afford to hire lawyers with free legal help. The Paralegal is responsible for providing support to staff attorneys and volunteers participating at in-court and remote legal clinics serving tenants and consumers, including eviction defense work, debt collection defense and rent escrow cases. The Paralegal is the front-line liaison for those coming to court and collects and inputs client and volunteer data, conducts follow up communications with clients and volunteers, and contributes to the overall mission of the CAP team. The position is full-time and includes excellent benefits.

PRIMARY RESPONSIBILITIES:

- Help CAP Director execute creative outreach strategies to recruit volunteer attorneys;
- Provide administrative and logistical support for in-court clinics, including preparing necessary clinic forms and supplies, assisting with on-site client intake, client flow, and ensure accurate data collection;
- Collect client data over the phone for our remote clinics;
- Provide administrative and logistical support for live training programs offered to volunteer attorneys;
- Process volunteer training registration forms and maintain volunteer records;
- Organize and maintain documents in a paper and electronic filing system;
- Maintain extensive client contact through phone, email and mail to communicate case progress and provide status updates;
- Enter and manage project data related to clinics, clients, and volunteers, and provide project statistics to CAP Director for reporting and outcomes tracking;
- Review new and updated laws and regulations; and
- Participate in work groups that engage in systemic advocacy related to the clients we serve.

QUALIFICATIONS:

- Bachelor's Degree or a combination of associate degree, Paralegal Certificate, and/or demonstrated skills in writing, research, analysis, and communications. Proficiency in Microsoft Office (Word, Excel, Publisher, Access) and Adobe;
- Proficiency in data collection and tracking preferred (prior Salesforce experience preferred);
- Strong attention to detail and excellent organizational, record-keeping, and time management skills;
- Excellent written and verbal communication skills;
- Must be available for in-court weekday clinics that begin promptly at 8:15 AM;
- Ability to work well in a fast-paced environment with a variety of people, including other staff, volunteers, clients, court personnel, public interest organizations, governmental entities, Board members, and donors;
- Experience with our client communities, including lived experience;
- Understanding of the principles of race/ethnic and socio-economic equity and its application to PBRC's work and culture; and
- Strong commitment to helping the community and ensuring equal 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) the names and contact information for three professional references to: mdstaffing@probonomd.org with the subject line "CAP Paralegal - Last Name, First Name".

PBRC is a statewide non-profit organization whose mission is to engage and support the Maryland legal community in meaningful and impactful volunteer service to ensure equal access to justice for those in need.