

**PRO BONO RESOURCE CENTER OF MARYLAND, INC.**

Position Description for

**STAFF ATTORNEY (FORECLOSURE PREVENTION) for Home Preservation Project**

The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a bright, highly organized, and self-motivated individual to join the Home Preservation Project (HPP), which provides free legal help to low-income homeowners. This staff attorney position is dedicated to our foreclosure prevention work and is primarily responsible for recruiting and training volunteer lawyers, staffing the foreclosure prevention legal clinics, planning and presenting community presentations, and serving as backup for legal clinic consultations as needed. The staff attorney is also responsible for providing support to the HPP Director and other team members and contributes to the overall mission of the HPP team. At present, the position entails primarily remote work with periodic office time as needed to prepare for clinics (approximately two to three times per month), plus staffing in-person legal clinics. Under PBRC's COVID-19 safety protocols, social distancing must be adhered to during in-person interactions whenever possible and all staff and volunteers must be vaccinated unless subject to an exemption. Top-of-the-line PPE, including an N95 mask, is provided.

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

**PRIMARY RESPONSIBILITIES:**

- Coordinate foreclosure prevention 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.
- Plan and implement creative outreach strategies aimed at recruitment and retention of pro bono attorneys.
- Develop and manage support services for volunteers including mentoring and resource documents.
- Track and analyze clinic metrics and client outcomes.
- Contribute to grant reports.
- Maintain and develop network of community partners, including faith-based organizations, elected officials, senior centers, neighborhood groups and housing counseling agencies.
- Participate in issue-oriented task forces advocating for legislative change in identified areas of community and client needs.
- 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.
- Assist with client intake and follow-up.

**QUALIFICATIONS:**

- Admission to the Bar in the state of Maryland.
- Minimum of 2-3 years of foreclosure-related experience.
- Must be available some evenings and weekends for clinics.
- 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 work well in a fast-paced environment and cooperate and build camaraderie with a variety of people, including other PBRC staff, volunteers, clients, staff from other organizations or governmental entities, Board members, and donors.
- Experience with similar client communities, including lived experience, a plus.
- Understanding of the principles of race and socio-economic equity and its application to PBRC's work and culture.
- 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) the names and contact information for three professional references to: [aharris@probonomd.org](mailto:aharris@probonomd.org) with the subject line "HPP - Foreclosure Staff Attorney - Last Name, First Name".
- Applications will be accepted on a rolling basis; applicants encouraged to apply by December 20, 2021.

***The Pro Bono Resource Center of Maryland (PBRC)'s 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. PBRC is an equal opportunity employer committed to diversity. We encourage all interested persons to apply including applicants of color, people with disabilities, and others historically underrepresented in the legal field.***