

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 provides free legal help to unrepresented tenants and consumers who have been sued in District Court. The Paralegal is responsible for collecting and managing client, case, and volunteer data in accordance with CAP protocols and grant requirements, including completion of mandatory forms, data entry, and documentation. In court, the Paralegal is the front-line liaison for client intake and flow and also support to staff and volunteer attorneys at clinics for tenants and consumers, including eviction defense work, debt collection defense and rent escrow cases. The Paralegal also conducts follow up communications with clients and volunteers and contributes to the overall mission of the CAP team. Under PBRC's COVID-19 safety protocols, social distancing must be adhered to during in-person interactions whenever possible, all staff and volunteers must be vaccinated unless subject to an exemption, and wearing an N95 mask provided by PBRC is currently required while indoors. This position currently involves a combination of in-person and remote work. The position is full-time and includes excellent benefits.

PRIMARY RESPONSIBILITIES:

- 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 ensuring accurate data collection;
- Enter and manage project data related to clinics, clients, and volunteers, and provide project statistics to CAP Director for reporting and outcomes tracking;
- Support CAP Attorneys through client intake, case preparation and administrative assistance as requested.
- Organize and maintain documents in a paper and electronic filing system;
- Maintain extensive client contact through phone, email and mail;
- Process volunteer training registration forms and maintain volunteer records; and
- Provide the support necessary to contribute to the overall mission of PBRC and CAP.

QUALIFICATIONS:

- Bachelor's Degree or a combination of associate degree, Paralegal Certificate, and/or demonstrated skills in writing, research, analysis, communications and data management. Proficiency in Microsoft Office (Word, Excel, Publisher, Access) and Adobe;
- Must be available for in-court weekday clinics (in Baltimore City District Court and/or Baltimore County District Courts) that begin promptly at 8:15 AM;
- Proficiency in extensive data collection and tracking (prior Salesforce experience preferred);
- 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) and to focus independently on data and case management when not in court;
- Meticulous attention to detail and excellent organizational, record-keeping, and time management skills;
- Ability to meet deadlines and manage time efficiently while working either in person or remotely;
- Excellent written and verbal communication skills;
- Experience with our client communities, including lived experience;
- Understanding of the principles of race 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: kdavis@probonomd.org with the subject line "CAP Paralegal - Last Name, First Name".
- Applications will be accepted on a rolling basis; applicants encouraged to apply by March 18, 2022.
- Note that responses to qualified applicants may be delayed due to holiday office closures.

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.