

PRO BONO RESOURCE CENTER OF MARYLAND

Position Description for

Part-time 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.

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.

STATUS: Part time (20 hours/week) **exempt position.** Competitive salary and flexible work hours.

PRIMARY RESPONSIBILITIES:

- Provide direct legal services to tenants and consumers through 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, Baltimore County District Courts and Prince George's County District Courts;
- Manage a small in-house caseload of landlord/tenant and consumer cases, including Tenant Holding Over, Breach of Lease and Escrow cases;
- Assist with recruitment, training, mentoring and support of PBRC 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.

QUALIFICATIONS:

- Admission to the Bar in the state of Maryland;
- Minimum of 3-5 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 our client communities, including lived experience;
- Experience with data collection and grant compliance;
- 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;
- Understanding of the principles of race and socio-economic equity and its application to PBRC's work and culture; and
- Demonstrated commitment to public interest law and an interest in promoting access to justice.

AMENITIES:

- Competitive salary
- Excellent benefits package including paid health insurance, disability insurance, and employer-matched 401k plan

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 Katherine Davis at kdavis@probonomd.org with the subject line "CAP Part-time Staff Attorney - Last Name, First Name"
- Applications will be accepted on a rolling basis; applicants encouraged to apply by September 1, 2022.

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.

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