

## **PRO BONO RESOURCE CENTER OF MARYLAND**

### Position Description for

### **Staff Attorney – Home Preservation Project**

The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a bright, highly organized, and self-motivated attorney to join the Home Preservation Project. The attorney will be responsible for recruiting, training, and mentoring volunteer lawyers for the Project in the areas of estate planning, foreclosure defense, and tax sale prevention; community outreach; and planning and managing volunteer attorney involvement in community legal clinics for low-income homeowners. 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. The position is full-time with an excellent benefits package including paid health insurance and employer-matched 401k plan.

#### **PRIMARY RESPONSIBILITIES for HOME PRESERVATION PROJECT:**

- Coordinate community 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.
- In conjunction with partners, plan and coordinate substantive training for 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
- Must be available some evenings and weekends when community clinics occur. Car necessary.
- Excellent written and verbal communication skills and strong public speaking ability.
- Strong attention to detail and excellent organizational and record-keeping skills.
- Experience with data collection and case management databases (Salesforce a plus).
- Ability to work well in a fast-paced environment 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.
- Strong commitment to helping the community and ensuring equal access to justice.

#### **AMENITIES:**

- Competitive salary
- Excellent benefits package including paid health insurance, disability insurance, and employer-matched 401k plan
- Hybrid in person/remote work

**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 - Staff Attorney - Last Name, First Name". Only complete applications will be reviewed.
- Applications will be accepted on a rolling basis; applicants encouraged to apply by August 1, 2022.