

PRO BONO RESOURCE CENTER OF MARYLAND, INC.

Position Description for

Rent Court Administrator 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 Rent Court Administrator is responsible for assisting the CAP Director with administrative tasks, data management and collection, and scheduling. This is a full-time hybrid position.

PRIMARY RESPONSIBILITIES:

- Assisting the CAP Director with scheduling, staffing and other administrative tasks
- Assist the CAP Director with grant applications and reporting as needed
- Assist the TVLD Managing Attorney with scheduling, staffing and other administrative tasks related to TLVD clinics
- Assist with the tracking and outreach related to cases placed with Volunteers
- Work with the courts, other legal services partners and stakeholders as needed on data collection, evaluation and TVLD clinic logistics
- Within the CAP team, assist with human resources issues and onboarding of new staff
- Assist with the organization and maintenance of TVLD client, volunteer and case files in an electronic filing system;
- Help manage the collection and maintenance of project data related primarily to the TVLD clinics, clients, and volunteers

QUALIFICATIONS:

- Bachelor's Degree or a combination of associate degree and 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;
- 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: ltwigg@probonomd.org with the subject line "Rent Court Administrator - Last Name, First Name".