

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 training, mentoring and managing volunteer lawyers for the Project in community legal clinics for low-income homeowners in the areas of estate planning, foreclosure counseling, and tax sale prevention as well as offering direct legal representation in a limited number of cases. 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. The position is a hybrid one with periodic office time as needed to prepare for clinics and meet with volunteers and clients, plus staffing in-person legal clinics. The position is full-time (part-time may be considered).

PRIMARY RESPONSIBILITIES FOR HOME PRESERVATION PROJECT:

- 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.
- Assist with identifying community legal advice clinic sites statewide and engage pro bono attorneys to provide one-on-one brief legal advice.
- Provide ongoing legal representation to clinic clients in the areas of foreclosure prevention and deed counseling and preparation.
- Plan and coordinate substantive training for pro bono attorneys on an as-needed basis.
- 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.
- Assist with client intake and follow-up.

QUALIFICATIONS:

- Admission to the Bar in the state of Maryland.
- At least two years of experience representing and advising homeowners in the areas of foreclosure, estate planning, and deed preparation.
- Must be available some evenings and weekends when community clinics occur. Car necessary.
- Excellent written and verbal communication skills.
- 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, other provider staff, 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 annual salary of \$73,000 – 85,000 depending on experience.

- Excellent benefits, including employers supported 401K plan, medical, dental, drug and vision coverage, short-term disability, and paid vacation and sick time.

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 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 September 15, 2023.

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.