

**PRO BONO RESOURCE CENTER OF MARYLAND, INC.**  
Position Description for  
**Eviction Prevention Counselor 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 Eviction Prevention Counselor is responsible for leading the outreach and education program and providing resources, referrals and additional support for clients and tenants both in and outside of court.

**PRIMARY RESPONSIBILITIES:**

- Leading client and public education to help reach tenants who may not appear in court or would otherwise be unaware of their right to access counsel in eviction-related actions
- Facilitating public workshops; one-on-one counseling; meetings with tenants' associations, schools, neighborhoods, local government offices and media, community, and faith-based groups; and trainings for partner agencies centered around the right to housing and access to counsel in eviction-related actions
- Offering Know your Rights educational seminars for tenants
- Coordinating speaking engagements for CAP Director and CAP Attorneys for more in-depth presentations on legal issues of particular importance to tenants
- Assisting CAP Staff during court-based clinics and working with TVLD clients to connect them with non-legal resources, referrals and supports
- Serving as a CAP liaison to tenants' rights groups and coalitions; assisting CAP director and staff with coordinated advocacy and legislative work where appropriate
- Helping to manage the collection, maintenance, and reporting of relevant project data

**QUALIFICATIONS:**

- Social Work Degree preferred, but other bachelor's degree or a combination of associate degree and demonstrated skills in public speaking, organizing, writing, and communications will be considered. Proficiency in Microsoft Office (Word, Excel, Publisher) and database entries;
- Experience in public speaking, community outreach, organizing and partnership building;
- Strong attention to detail and excellent organizational, record-keeping, and time management skills;
- Excellent written and verbal communication skills with individuals of all education levels;
- 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
- Self-starter with strong commitment to helping the community and ensuring equal access to justice.

**AMENITIES:**

- Competitive salary ranging from \$50,000-\$53,000 depending on experience.

- Full-time position with excellent benefits package including paid health insurance, disability insurance, and employer-matched 401k plan; paid sick and vacation leave; and paid holidays
- 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: [aholder@probonomd.org](mailto:aholder@probonomd.org) with the subject line "Eviction Prevention Counsellor - Last Name, First Name".

- Applications will be accepted on a rolling basis; applicants encouraged to apply promptly.

***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.***