

PRO BONO RESOURCE CENTER OF MARYLAND
Position Description for
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)'s dynamic team. CAP is an innovative, highly effective pro bono program providing day-of-court, limited scope representation to consumers and tenants in district court as well as full representation in eviction-related matters such as Breach of Lease, Tenant Holding Over and Illegal Evictions. 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, 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 as well as more extensive litigation and trial skills. **Both full-time and part-time applicants will be considered.**

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 caseload of landlord/tenant actions, including Tenant Holding Over, Breach of Lease, Illegal Eviction and Rent 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;
- Be an active participant in collaborative CAP Attorney Team meetings;
- Collaborate with Project partner organizations, local law schools, and other legal services and community organizations on consumer and tenant advocacy efforts; and
- Participate in advocacy, stakeholder, coalition meetings and other collaborative groups as assigned by CAP Director.

QUALIFICATIONS:

- Admission to the Bar in the state of Maryland (or expected admission within six months);
- Minimum of 1-3 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 strong commitment to helping the community and ensuring equal access to justice.

AMENITIES:

- Competitive salary range of \$75,000 to \$98,000 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
- Part-time positions with select pro rata benefits considered as well
- 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)** a short writing sample (no more than five pages), and **4)** the names and contact information for three professional references to Amani Holder at aholder@probonomd.org with the subject line "CAP Staff Attorney - Last Name, First Name"
- Applications will be accepted on a rolling basis; applicants encouraged to apply by April 15, 2024.

NOTE All staff and others working on PBRC-related activities must be fully vaccinated or have an approved exemption granted. Proof of Booster: Proof of the booster vaccination (determined by compliance with updated CDC / FDA definition) must be submitted to the Executive Assistant.

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.