

## PRO BONO RESOURCE CENTER OF MARYLAND

Position Description for

### Full-time Attorney for the MARYLAND IMMIGRANT LEGAL ASSISTANCE PROJECT

The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a highly motivated, organized, and bright attorney who is fluent in Spanish to join the Maryland Immigrant Legal Assistance Project. The position will focus on management and supervision of the legal services offered at the program's brief advice clinics which take place weekly at the Hyattsville Immigration Court on Monday mornings as well as at least one of the weekly clinics at the Baltimore Immigration Court which take place Tuesday and Wednesday mornings. The Project is looking for a new team member who is comfortable working in a fast-paced setting to offer on-the-spot brief legal advice related to immigration cases and who will, eventually, mentor volunteers unfamiliar with immigration law. Heavy mentorship and training will be offered to the selected individual. *Position to start as soon as possible.*

#### PRIMARY RESPONSIBILITIES:

- Facilitate volunteer legal services for immigrants in removal proceedings at Project clinics at the immigration courts in Hyattsville and Baltimore.
- Work with the Project Paralegal to staff in-court legal clinics to assist with intake, obtain necessary client paperwork, manage flow of clients, direct immigrants to additional resources, and support volunteers.
- Mentor volunteer attorneys giving legal advice at project clinics at Baltimore Immigration Court to ensure competent and accurate legal services are offered to clients receiving services.
- Track and summarize data related to clients served at the clinic.
- Communicate regularly with the Project Director about the volunteers offering services at the court clinics.
- Call people who have received assistance from MILAP to share referral information and additional resources.
- Provide pro se legal assistance to unrepresented respondents.
- Assist in the development of any new materials needed to expand services as the program grows.
- Work with Project Director to maintain and develop network of community partners.
- Attend bi-monthly meetings with other project staff to coordinate services across the project's various clinics.
- Additional responsibilities, as deemed necessary, in support of the Project's mission to ensure statewide recruitment and coordination of pro bono immigration legal services for immigrants in removal proceedings.

#### QUALIFICATIONS:

- Spanish language fluency required.
- Admission to practice before at least one state bar.
- Strong attention to detail and excellent organizational and record-keeping skills.
- Excellent interpersonal, written, and verbal communication skills.
- Ability to work well with a variety of people, including other staff, volunteers, clients, public interest organizations, governmental entities, Board members, and donors.
- Zero to two years of experience representing immigrant children and families in removal proceedings.
- Strong commitment to helping the community and ensuring equal access to justice.

#### AMENITIES:

- Competitive salary ranging from \$80,000 to \$92,000 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, and 3) the names and contact information for three professional references to: Cate Scenna at [cscenna@probonomd.org](mailto:cscenna@probonomd.org) with the subject line "MILAP Attorney - 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.*