

## **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. To further our work preserving and passing on intergenerational wealth in low-income, historically marginalized communities, the attorney will be responsible for training, mentoring and managing volunteer lawyers for the Project in community legal clinics for 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 including deed counseling and preparation. 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 (although part-time will 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 foreclosure prevention, estate planning and administration, 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.
- Prefer at least two years of experience representing and advising homeowners in the areas of estate planning and deed preparation; foreclosure experience a bonus.
- 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](mailto: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 December 15, 2024**.

***PBRC’s mission is to champion equitable access to justice for Maryland’s marginalized communities by providing legal help, pioneering collaboration with partners, and advocating for economic and social justice.***

*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.*