

## **PRO BONO RESOURCE CENTER OF MARYLAND, INC.**

### Position Description for

### **PARALEGAL 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 its Courtroom Advocacy Project (CAP) 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. In court, the Paralegal is the front-line liaison for client intake and flow and support for staff and volunteer attorneys. The Paralegal also supports Staff Attorneys in full litigation cases, conducts follow up communications with clients and volunteers, manages data entry and contributes to the overall mission of the CAP team. Because the CAP paralegal will staff multiple courthouse-based pro bono clinics per week, the ideal candidate for this position thrives in a fast-paced, sometimes varying work environment, enjoys working with clients of disparate backgrounds, and is a cooperative, reliable team-player and self-starter. Applicants should also pay great attention to detail and be passionate about the mission of PBRC.

#### **PRIMARY RESPONSIBILITIES:**

- Provide administrative and logistical support for in-court clinics, including preparing necessary clinic forms and supplies, assisting with on-site client intake, client flow, and ensuring accurate data collection;
- Enter and manage project data related to clinics, clients, and volunteers, and provide project statistics to CAP Director for reporting and outcomes tracking;
- Support CAP Attorneys in full litigation cases through client intake and consultations, research, case and document preparation and administrative assistance as requested;
- Assist with organization and maintenance of documents in a paper and electronic filing system;
- Maintain extensive client contact through phone, email and mail; and
- Provide the support necessary to contribute to the overall mission of PBRC and CAP.

#### **QUALIFICATIONS:**

- Bachelor's Degree in a law-related field and/or a Paralegal Certificate.
- Demonstrated skills in writing, research, analysis, communications, and data management. Proficiency in Microsoft Office (Word, Excel, Publisher, Access) and Adobe;
- Must be available for in-court weekday clinics in Baltimore City District Court and/or Baltimore County District Courts;
- Proficiency in extensive data collection and tracking (prior Salesforce experience

preferred);

- Ability to work well in a fast-paced environment with a variety of people (including other staff, volunteers, clients, court personnel, public interest organizations, governmental entities, Board members, and donors);
- Meticulous attention to detail and excellent organizational, record-keeping, and time management skills;
- Ability to meet deadlines and manage time efficiently while working either in person or remotely;
- Excellent written and verbal communication skills;
- Experience with our client communities, including lived experience;
- Understanding of the principles of race and socio-economic equity and its application to PBRC's work and culture; and
- Demonstrated commitment to helping the community and ensuring equal access to justice.

#### **AMENITIES:**

- Competitive Salary range of \$50-55,000 based upon experience;
- Excellent benefits package including paid health insurance, disability insurance, and employer-matched 401k plan; and
- 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 "CAP Paralegal - Last Name, First Name".
- Applications will be accepted on a rolling basis; applicants encouraged to apply by **February 21, 2024.**

***PBRC is a statewide non-profit organization whose 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.***

*The Pro Bono Resource Center of Maryland 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.*