

PRO BONO RESOURCE CENTER OF MARYLAND

Position Description for MANAGING ATTORNEY

Job Summary:

The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a highly motivated, organized, and bright attorney who is fluent in Spanish and has management experience to join the Maryland Immigrant Legal Assistance Project. The position will focus on management and supervision of the staff and legal services offered at the program's brief advice clinics which take place weekly at the Hyattsville and Baltimore Immigration Courts. 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 mentor volunteers unfamiliar with immigration law. Mentorship and training will be offered to the selected individual.

Primary Responsibilities:

- Facilitate volunteer legal services for immigrants in removal proceedings at Project clinics at the immigration courts in Hyattsville and Baltimore.
- Supervise Project staff and volunteers at in-court legal clinics where they 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.
- Review, track, and/or summarize data related to clients served at the clinic.
- Communicate regularly with the Project Director about the team and volunteers offering services at the court clinics.
- 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 high quality 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, and public interest partners.
- Minimum of three to five years of experience representing immigrant children and families in removal proceedings, supervising attorneys, and/or practicing law in limited-scope, helpdesk settings.
- Strong commitment to helping the community and ensuring equal access to justice.

Amenities:

- Competitive salary ranging from \$90,000 – 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.
- Hybrid in person/remote work.

TO APPLY:

- Interested candidates should send, via email, 1) a cover letter describing interest and qualifications, 2) a resume, 3) the names and contact information for three professional references to MILAP's Director, Cate Scenna, cscenna@probonomd.org with the subject line "MILAP MANAGING ATTORNEY - Applicant's Last Name, Applicant's First Name."
- Applications will be accepted on a rolling basis; applicants are encouraged to apply **by May 9, 2025**.

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 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.