

Pro Bono Coordinator (Charlottesville)

About the Charlottesville Albemarle Bar Association

The Charlottesville Albemarle Bar Association (CABA) is a professional association established to preserve and improve the legal profession and its services to the local community. CABA has approximately 450 members who are attorneys practicing in the City of Charlottesville, or the County of Albemarle, or who are otherwise interested in the purposes of the organization. For more information, visit <https://cabaonline.org/>.

About the Legal Aid Justice Center

The Legal Aid Justice Center (LAJC) is a nationally-recognized anti-poverty non-profit with offices in Charlottesville, Richmond, Petersburg, and Falls Church, Virginia. In addition to providing free direct representation for low-income individuals in our immediate service areas, our staff engage in systemic advocacy to benefit all low-income Virginians using a wide array of strategies aimed at ending poverty, including high-impact litigation, community organizing, and legislative/policy advocacy. For more information, visit www.justice4all.org.

About the Position

CABA and LAJC are seeking a part-time pro bono coordinator (approx. 25 hours/week). Over the past year, CABA undertook and completed a pro bono strategic planning process, which recognized the need for a pro bono coordinator to assist in implementing and running the program. The coordinator will be an employee of LAJC and will report to the LAJC managing attorney on a day-to-day basis, and the CABA Pro Bono Committee will also provide oversight for the coordinator and the program in general. In the early phases of this position, the coordinator will be charged with and have some freedom with creating an efficient and effective model for a pro bono program within the bounds of the existing CABA pro bono strategic plan. The coordinator will have a variety of responsibilities but will primarily work with the CABA Pro Bono Committee to build and manage the CABA pro bono program.

Responsibilities will include:

- Assist in structuring pro bono systems within local Charlottesville-Albemarle Bar following guidelines set forth by the pro bono committee strategic plan.
- Set up, maintain and manage pro bono panels, which are regular opportunities for attorneys to provide limited legal assistance to clients at Legal Aid Justice Center.
- Review and screen cases appropriate for pro bono projects, including conducting intakes and setting eligibility and priorities with nonprofit legal directors and other pendent duties.
- Develop and maintain private attorney relationships while creating systems to keep volunteers engaged.
- Provide tools and resources for volunteer attorneys to handle pro bono cases.
- Coordinate with Law School's Pro Bono Dean to involve law students in pro bono projects Research and pursue opportunities for sustainability for the pro bono program, such as available grants or other funding sources.
- Honor and cultivate pro bono efforts through recognition and cultural change in the Bar association.

**Required
Qualifications**

- Virginia Bar licensure, or ability to waive in to the Virginia Bar
- Strong commitment to public interest law
- Experience working with lower economic communities
- Outstanding oral advocacy, research, writing, organizational, and leadership skills
- Ability to work effectively both independently and collaboratively
- Sense of humor

**Preferred
Qualifications**

- At least two years of relevant litigation experience
- Familiarity with Legal Aid case types, including housing, public benefits, immigration, consumer, and other poverty-law cases.
- Comfort with technology and social media
- Diverse economic, social, and/or cultural experiences

Location

LAJC's Charlottesville office

Start Date

May 2019, with some flexibility

Salary

Salary will range from \$30,000 to \$58,000 based on experience. This position currently has funding for three years, although there is potential for future funding. Please note that this position is part-time and not eligible for healthcare benefits.

**Application
Instructions**

Email a cover letter, resume, three references, and a writing sample to Angela Ciolfi, Executive Director, at [hiring@justice4all.org](mailto: hiring@justice4all.org). The cover letter should highlight experience in building partnerships, particularly in the context of public interest. The cover letter should also reference any specialized skills, such as language fluency or technology skills.

The positions will be open until filled, but applications will start being reviewed on March 1, 2019. Questions? Contact Elaine Poon, Managing Attorney, at [elaine@justice4all.org](mailto: elaine@justice4all.org) or 434-529-1816.

The Legal Aid Justice Center is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. The Legal Aid Justice Center is committed to strengthening the voices of our low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. We strive to take on the issues that have broad impact on our client communities and to be responsive to client input. Recognizing the particular impact of racism on our clients and staff, we devote special attention to dismantling racial injustice. All applicants must be dedicated to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. In reviewing applications, we look for evidence that applicants have experience and/or thoughtfulness in working with traditionally marginalized populations.