



JOB ANNOUNCEMENT PRO BONO COUNSEL

Opening Date: September 12, 2017. Closing Date: September 25, 2017

Neighborhood Legal Services Program of the District of Columbia has an immediate opening for an experienced attorney to oversee its “Private Attorney Involvement” program and to manage all of the firm’s pro bono initiatives and partnerships.

BRIEF DESCRIPTION OF POSITION

Neighborhood Legal Services Program (NLSP) is a federally-funded, non-profit, civil legal aid law firm that provides free legal information, advice and representation to low-income District of Columbia residents. We help with problems involving housing, family, domestic violence, public benefits and barriers to employment. We also provide advice on some consumer issues and assist with preparing wills and advance directives. Volunteers play a critical role in helping us to provide access to counsel and justice. Our neighborhood-based, service delivery model -- which includes three offices in Wards 5, 7 and 8 -- allows us to bring volunteers into low-income communities across the city to provide legal help while they learn first-hand the myriad, daily challenges faced by residents living in poverty.

The Pro Bono Counsel is the senior attorney in the firm who is responsible for identifying and managing the rich range of pro bono resources that are generously provided to the firm by members of the private bar, government attorneys, law school students, in-house legal departments and paralegal programs in the District of Columbia. The Pro Bono Counsel serves as a member of the firm’s Senior Management Team, reports directly to the Executive Director and is actively involved in firm management including setting case acceptance priorities, attorney hiring, budgeting, development and long-term, strategic planning.

PRIMARY RESPONSIBILITIES

- Responsible for managing the firm’s “Private Attorney Involvement” program (45 C.F.R § 1614) which was designed to ensure that recipients of federal, Legal Services Corporation grants involve private attorneys in the delivery of legal assistance to eligible clients.
- Develop and manage relationships with private law firms, in-house counsel, government attorneys and law schools to identify and recruit potential volunteer attorneys and law students.

- Collaborate closely with the firm's Managing Attorneys to identify opportunities to innovatively involve volunteers in the firm's work and to better support their existing practices.
- Deliver trainings and, as-needed, directly supervise the legal work of the pro bono attorneys. Design all operational controls, training materials, and administrative processes used to track, monitor and coordinate pro bono legal work.
- Partner with the Executive Director and Development Manager to provide funders and other stakeholders with statistical analyses and other data related to the firm's use of volunteers as part of the firm's development initiatives and grant-reporting responsibilities.
- Build and maintain relationships and partnerships with community-based organizations, government agencies, and other entities that serve the District's low-income community to raise awareness about NLSP's services and to foster collaborations to better address the needs of our shared client community.
- Work closely with NLSP's Litigation and Advocacy Director to promote community engagement strategies and use of volunteers in a manner that furthers NLSP's overall advocacy goals and strengthens its capacity to serve clients.
- Identify opportunities for NLSP to join local and national conversations around poverty, removing barriers to access to justice, challenges facing the District's low-income residents and the use of volunteers to deliver legal services.
- Actively participate in the District's growing community of pro bono professionals.

EXPERIENCE AND QUALIFICATIONS

- Must be an active member of the District of Columbia Bar or eligible to seek admission.
- At least 5 years of legal experience with preference shown to candidates with experience supervising attorneys in a litigation setting.
- Excellent communication skills (written and oral), strong interpersonal skills, and ability to work independently.
- Demonstrated commitment to pro bono legal service; experience lawyering in the public interest; and a familiarity with the local, legal services community.
- Must be an active member of the District of Columbia Bar or eligible to immediately seek admission.

COMPENSATION

Competitive salary and benefits package including: employer-paid medical, dental, and vision insurance; employer-subsidized family health coverage; paid vacation, holidays, personal days and sick leave; 8-week parental leave for birth or adoption of a child; employer-paid life and long-term disability insurance; 403(b) Thrift Plan (voluntary retirement savings program); and tax-free transit benefits.

ABOUT NLSP

Established in 1964, NLSP pioneered the concept of a law office rooted in the neighborhoods that it serves and established landmark precedents which have retained their vitality and relevance. NLSP remains embedded in D.C.'s most low-income communities, builds its work on strong partnerships with community-based organizations, and seeks to achieve lasting change for its clients and their communities by using a full range of advocacy tools. Its diverse, multi-lingual and passionate staff embrace an explicitly anti-poverty mission and share a deep commitment to securing meaningful access to justice.

APPLICATION PROCESS

The application deadline line is September 24, 2017. Interested persons should submit a current resume and a cover letter (no longer than one page single-spaced) expressing your qualifications and interest in this position. Submit all requested documents to Karen Newton Cole, Executive Director at KNewtonCole@nlsp.org or by mail to Neighborhood Legal Services Program, 64 New York Avenue NE, Washington D.C. 20002, Attn: Karen Newton Cole, Executive Director.

Questions about the position or application process should be directed to Karen Newton Cole, Executive Director at KNewtonCole@nlsp.org.

NLSP IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Neighborhood Legal Services Program that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.

