

## Mid-Shore Pro Bono Legal Director

Mid-Shore Pro Bono, Inc. is a nonprofit organization that connects people with modest resources to legal representation for civil matters. Our mission is to connect individuals and families in need of civil legal help with volunteer attorneys and community resources. Our vision is that all people are empowered to resolve civil legal issues. MSPB connects over 3,000 clients on the Eastern Shore of Maryland with legal representation every year. MSPB is based in Easton, Maryland and has satellite offices located in Chestertown and Salisbury.

**Job Summary:** Mid-Shore Pro Bono seeks an energetic professional to collaboratively oversee client intake, case placement, case management, reporting, and attorney engagement. The Legal Director will provide compassionate and accessible oversight of MSPB's civil legal programs which provide free and low-cost legal representation for family, elder, housing, and consumer debt matters. The Legal Director will play a key role in recruiting and engaging volunteer attorneys, working collaboratively with staff to ensure quality delivery of services, and innovating new ways to help people access the legal system. The Legal Director will report to the Executive Director and work collaboratively with all staff. *Salary Range:* \$65,000-\$75,000 annually. Benefits include generous vacation and sick leave, flexible hours, 403(b) retirement savings account (no employer match at this time). Access to additional benefits currently in development.

### Job Responsibilities:

1. Work Collaboratively with Case Managers to Oversee Intake and Case Placement:
  - a. Review pending cases for completeness and accuracy
  - b. Ensure adherence to case guidelines and funder requirements
  - c. Support staff in untangling and placing complex legal matters
  - d. Work in coordination with staff to identify appropriate funding sources for paid cases
  - e. Identify opportunities for additional resources and services for clients
  - f. Provide occasional legal consultations for clients when appropriate
2. Engage and Coordinate Volunteer Attorney Network
  - a. Place cases with appropriate volunteers
  - b. Manage attorney contracts
  - c. Recruit new volunteer attorneys
  - d. Review and edit weekly pending case list
  - e. Generate weekly newsletter for volunteer attorneys with volunteer opportunities
  - f. Help volunteer attorneys get training, mentorship, and other support for their pro bono work
  - g. Create and host volunteer lawyer trainings
3. Manage Data and Reporting
  - a. Work collaboratively with case managers to ensure that all cases and clinics are logged accurately and completely
  - b. Analyze case information regularly to determine priority areas and need for expanded capacity
  - c. Provide data and narrative required for quarterly reporting and funding proposals

4. Serve as a liaison to MSPB Board of Directors on legal programs
  - a. Support MSPB Programs Committee
  - b. Provide data and analysis of legal programs as needed for ongoing assessment of MSPB's performance
  
5. Represent Mid-Shore Pro Bono in regional and statewide networks
  - a. Work collaboratively with ED to host annual an meeting of the Mid-Shore Regional Pro Bono Committee
  - b. Coordinate and partner with other legal services organizations, local agencies, community resource organizations, and the judiciary

Qualifications: JD required, 3-5 years of legal and prior management experience, demonstrated commitment to public service, strong administrative skills and attention to detail, ability to work with Microsoft Office and Google Suite tools, familiarity with case management systems or a willingness to learn, excellent interpersonal skills and compassionate approach to working with clients and other staff. Selected candidate must be fully COVID-19 vaccinated by the first day of employment with MSPB. Please submit a cover letter and resume to: [mgirard@midshoreprobono.org](mailto:mgirard@midshoreprobono.org). Position open until filled.

*Mid-Shore Pro Bono, Inc. is an equal opportunity, affirmative action employer that encourages all interested persons to apply regardless of race, color, national origin, ancestry, ethnicity, citizenship, creed, sex, gender, sexual orientation, gender identity, transgender status, age, religion, genetic information, physical or mental disability, marital status, or any other legally protected status. We strongly encourage Black, Latine, Indigenous, and other applicants of color, people with disabilities, and other people historically underrepresented in the practice of law to apply.*