



*Connecting Individuals and Families who need Civil Legal Services with Volunteer Attorneys and Community Resources*

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## Mid-Shore Pro Bono, Inc. Full-Time Housing Staff Attorney

Mid-Shore Pro Bono, Inc. is a nonprofit organization that connects people with limited 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:** MSPB seeks an energetic and compassionate attorney to provide direct legal services, including counseling, advice, negotiation, document preparation, and representation in judicial litigation for income qualifying clients in need of help with housing related civil legal matters. The housing staff attorney will provide legal assistance for tenants needing help with failure to pay rent, tenant holding over, breach of lease, wrongful detainer, rent escrow, and other housing related civil legal matters. The housing staff attorney will generate and cultivate partnerships with community housing resources, deepen connections to existing partners, and promote Mid-Shore Pro Bono's free and low cost civil legal services. The ideal candidate will have a compassionate approach to working with the public, a demonstrated commitment to public service and social causes, ability to cultivate a diverse network of community connections, and strong oral and written communication skills. Proficiency in Spanish preferred. The position will serve the Mid-Shore counties (Caroline, Dorchester, Kent, Queen Anne's, and Talbot) and may be based in MSPB's Easton or Chestertown office. *Salary Range:* \$60,000-\$65,000 and generous benefits package including excellent vacation and sick leave, individual health care, vision, dental, and matching funds towards 403(b) retirement savings plan. MSPB supports a family friendly, collaborative work environment with options for hybrid and flexible work schedules. Opportunities for professional development and cross training.

#### Job Duties:

1. Provide direct legal assistance for tenants seeking help with a range of civil legal matters, including failure to pay rent, tenant holding over, breach of lease, wrongful detainer, and rent escrow. Legal services will include providing day of court representation in addition to representing clients who contact MSPB for help ahead of their court date.
2. Work collaboratively with MSPB staff to ensure complete and accurate collection of information and documents and keeping case status up to date and complete in MSPB's case management system (Legal-Trak).
3. Build connections with key staff of community-based agencies and partners providing additional services and resources needed by MSPB's clients.
4. Promote MSPB's services at community events and represent MSPB in local and regional networks.

**Qualifications:** Must be a member in good standing of the Maryland Bar. Excellent networking and interpersonal skills, compassionate and service-oriented approach to working with clients and the general public, cultural competency for working with diverse communities, strong written and oral communication skills, working knowledge of Microsoft Office software tools, and demonstrated commitment to public interest work. Clinical or other hands on experience with housing legal matters preferred but not required. Proficiency in Spanish preferred. Selected candidate must be fully COVID-19 vaccinated (including boosters) by first day of employment with MSPB. To apply please e-mail resume, letter of interest, and certificate of good standing from the Maryland Court of Appeals to Laura Chafey, Esq., Legal Director (lchafey@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, Hispanic or Latino/a, Indigenous, and other applicants of color, people with disabilities, and other people historically underrepresented in the civil legal services field to apply.*