

SOUTH JERSEY LEGAL SERVICES, INC.

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FOR IMMEDIATE PUBLICATION

POSITION AVAILABLE

Date: May 1, 2020

Job Title: Assistant Pro Bono Coordinator (Freehold/Toms River)

JOB SUMMARY:

Under the supervision of the Director of Pro Bono Services, the Assistant Pro Bono Coordinator will work with the Director of Pro Bono Services in coordinating placement and supervision of cases referred to private, pro bono attorneys to assist eligible clients with legal matters. The Assistant Pro Bono Coordinator is also responsible to recruit and maintain a private, pro bono attorney panel to handle these cases. This position involves outreach and significant involvement with the local bar associations, law schools and community organizations. Although the position will focus on Atlantic, Monmouth and Ocean Counties, the successful candidate will assist the Director of Pro Bono Services in implementing the SJLS PAI Plan program-wide.

DUTIES & RESPONSIBILITIES:

- Works with the Deputy Director, the Director of Pro Bono Services, and other staff to maintain positive and professional relations with the local bar associations throughout the entire SJLS service area, with a focus on Atlantic, Monmouth and Ocean County service areas;
- Engages in continuous marketing efforts to recruit private, pro bono attorneys including phone calls, recruitment letters, submissions to bar association newsletters, etc.
- Develops, organizes and presents pro bono training events including CLEs as a means to recruit new private, pro bono attorneys;
- Regularly attends bar association dinners, committee meetings, CLEs and other events throughout the entire SJLS service area with a focus on Atlantic, Monmouth and County service areas;
- Prepares and refers appropriate cases to private, pro bono attorneys;
- Works with the Director of Pro Bono Services to oversee pro bono clients and acts as the point of contact for clients and cases that have been accepted for handling by the pro bono program;
- Monitors files referred to private, pro bono attorneys in accordance with program policies, the PAI Manual and addresses any issues arising with attorneys and clients;
- Communicates regularly with the Director of Pro Bono Services as well as pro bono attorneys regarding assigned cases, including requesting necessary status reports or case updates;
- Monitors lengths of waitlists for various projects and develops and implements plans to reduce the length of the waitlists if necessary;

- Maintains good working relationships with all members of the pro bono team and other program staff and participates in weekly and monthly PAI meetings;
- Participates in training in high-priority substantive law practice areas;
- Acquires and maintains knowledge of services available for clients throughout the service area and participates in client outreach events to help advertise the various pro bono projects available;
- Works on statewide and other pro bono activities with management and other program staff as assigned;
- Assists the Director of Pro Bono Services with developing relationships with various media to create positive publicity for the work of SJLS;
- Other duties as assigned.

EDUCATION AND QUALIFICATIONS:

- Admission to the Bar of New Jersey required;
- 5 years of legal experience;
- Ability to relate to low income clients and groups with demonstrated interest in poverty law issues and/or public interest service;
- Must be willing to work evenings and occasional weekends.
- Demonstrated strong organizational, leadership, and interpersonal and writing skills required; ability to successfully maintain a very large volume of cases;
- Vision to continuously assess the needs of the pro bono program, ability to adapt to the changing needs of the attorneys and clients involved and initiative to propose creative solutions to meet these needs;
- Must have use of a car and willingness to travel throughout the entire SJLS service area;
- Basic knowledge of bankruptcy, family and expungement law a plus.

APPLICATION PROCEDURE:

Qualified applicants with an interest in this position should send resume, writing sample and cover letter expressing interest in this position to: Brittani Morris, PHR, SHRM-CP, Director of Human Resources, South Jersey Legal Services, Inc. 745 Market St. 2nd Floor, Camden, NJ 08102 or via email at BMorris@lsnj.org.
EOE/AA Employer.