

Florida Rural Legal Services, Inc.

Job Advertisement

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| Position: | Pro Bono Coordinator | Date Posted Internal | 09/19/2018 |
| Position Location: | 2051 Dr. Martin Luther King Jr., Blvd. Riviera beach, Florida 33404 | Date Posted Externally | 9/27/2018 |
| Position Type: | Part-time up to 30 hours per week | Closing Date: | October 4, 2018 |
| Salary: | \$13.84 hourly (DOE) | Benefits Offered: | None |

Position Overview:

The Pro Bono Coordinator is responsible for the day to day running of the local office's pro bono program. The PAI Coordinator purpose is also to increase our capacity to provide civil legal aid to vulnerable residents in the office's service area. This position is part-time. The employee will work no more than 22.5 hours per week.

Essential Functions:

1. Manage the Pro Bono Program in the regional area office.
2. Recruit attorney volunteers, law students, paralegals, and other professionals to accept pro bono cases and assist at pro se and legal advice clinics.
3. Conduct on-site intake as needed at outreach events.
4. Manage the flow of cases after assignment from intake to placement with volunteer
5. Place cases with pro bono volunteers.
6. Manage and close PAI case files through adherence to strict reporting and funding guidelines.
7. Develop and implement volunteer recognition programs.
8. Develop and implement various pro bono projects, advice clinics, and outreach events for the benefit of attorneys and clients.
9. Develop and implement CLE trainings for PAI Volunteers and FRLS Staff
10. Work with FRLS staff to provide mentor services to PAI attorneys and acts as liaison for PAI attorneys to provide mentor services to FRLS staff
11. Interact with highly-skilled legal and other professionals who provide ongoing services and support to FRLS.
12. Work with the PAI Director to establish and implement creative PAI opportunities for attorneys in the service area.
13. Submit articles for local newsletters, produce recognition ads, press releases, and other advertising pamphlets and brochures to increase participation in outreach events by attorneys and clients; and promote FRLS generally.

14. Work with various committees and bar associations to promote FRLS Pro Bono Program.
15. Perform other duties as assigned.

Required Knowledge/Skills/Abilities:

1. Minimum Bachelor's Degree, Juris Doctor Degree and/or experience as paralegal.
2. Appreciation of the importance of the legal system, commitment to the mission of FRLS and compassion for the clients.
3. Ability to forge positive relationships with prospects and colleagues.
4. Ability to work collaboratively, yet independently.
5. Good organizational and interpersonal skills.
6. Ability to effectively create reports as needed.
7. Must be able to effectively and efficiently maximize the use of existing resources.
8. Working knowledge of Microsoft Suite (Word, Excel and PowerPoint and Outlook) and CMS.
9. Must possess skills necessary to efficiently plan and implement activities within policies and procedures; maintain positive working relationship; respect rights of others; demonstrate initiative and accept accountability; effectively manage time and communicate and respond to inquiries in a timely manner.
10. Must be able to communicate with peers, supervisors, clients and the public.
11. Must be able to effectively work in high pressure situations which involve deadlines.
12. Must be able to work some evenings and/or weekends and travel when needed.

Working Conditions: The position operates in a professional office environment.

Physical Requirements:

1. This is a largely sedentary role however; some lifting of office supplies up to 20 pounds may be required.
2. Must be willing to travel

Direct Reports: None

Reports to: Director of Pro Bono

To Apply: Send Resume and writing samples to:

Email: recruitment@frls.org

EEOC Statement:

Florida Rural Legal Services, Inc., does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other characteristic protected by federal, state or local law.