

**Job Announcement
Pro Bono Manager**

The Brooklyn Bar Association Volunteer Lawyers Project (VLP) has an exciting opportunity for an experienced attorney to serve as its Pro Bono Manager. The Pro Bono Manager will oversee the VLP's pro bono recruitment and will work with staff to strengthen its pro bono program. The Pro Bono Manager will have the unique opportunity to build VLP's network of pro bono attorneys and law firms and shape VLP's work and leadership in pro bono legal services and access to justice for low income New Yorkers. Experience administering a pro bono program is highly desired. Experience in nonprofits or at major law firms or corporations is a plus. Experience with low-income clients, and familiarity with public benefits, family law, consumer debt, bankruptcy and/or foreclosure is preferred but not required. We value strong organizational, interpersonal, communication, writing and computer skills. Supervisory, management or teaching experience is helpful. Fluency in another language besides English is helpful, but not required.

Responsibilities:**Pro Bono Volunteer Recruitment, Training and Retention**

- Actively recruit volunteer attorneys and match volunteers with clients for all VLP's practice areas
- Organize volunteer attorney recruitment efforts, including presentations, orientations, and outreach
- Develop new sources of potential volunteers, while retaining current volunteer relationships
- Actively strengthen and build partnerships with law firms and corporate legal departments through practice groups, programs and events
- Assist in planning, execution, and follow-up for volunteer clinics, trainings, and other events
- Maintain current volunteer data to identify volunteer prospects ready to take new cases
- Track metrics to evaluate and improve recruitment efforts, legal program outcomes, and assess program effectiveness and volunteer and client satisfaction
- Manage all aspects of VLP's Pro Bono CLE program including organizing CLE trainings to recruit and train volunteers, issuing CLE credit in accordance with regulations, and complying with CLE reporting and accreditation requirements, and prepare annual reports and audits of pro bono hours
- Plan volunteer recognition events

Volunteer and Case Management

- Facilitate volunteer-client relationships, support volunteers, and obtain case updates from attorneys
- Perform intake with new clients, assess cases for pro bono referral, and develop client relationships
- Provide assistance and guidance to volunteer attorneys in case subjects, procedures, support services, and client interaction, as needed
- Monitor cases for status reports, deadlines, and emergencies
- Update information on the VLP website and external sites as needed
- Support efforts to recruit, train and supervise in-house volunteers and interns

Project Supervision and Activities to Strengthen VLP's Mission

- Serve as primary administrator for assigned projects, including clinics, events, or grants
- Develop and strengthen sources of in-kind case support services for volunteers, such as interpreters and translators for language access
- Publish newsletters and other communication and marketing materials promoting VLP's pro bono programs and case digests
- Prepare program reports, statistical analysis, success stories, and assist with grant reports and proposals as needed
- Present program reports at VLP board meetings
- Participate in pro bono practice groups and bar committees that promote and support pro bono, legal services for low income clients, and access to justice

- Engage in other tasks as required to support VLP's staffing, program, marketing, fundraising, planning, and technology efforts

Qualifications:

- Admission to the NYS Bar. Two to five years of experience litigating cases in New York State is preferred
- Legal experience in one of VLP's legal practice areas is helpful but not required
- Experience administering a pro bono program is highly desired
- Experience at a major law firm or corporation is a plus
- Passion for social justice and pro bono
- Exceptional attention to detail
- Strong supervisory, problem-solving, interpersonal, and oral and written communication skills
- Flexibility, creativity, and a sense of humor
- Ability to thrive in a fast-paced environment and prioritize while working under multiple deadlines
- Outgoing and professional demeanor for interacting with a wide range of individuals from different cultures and backgrounds

Salary:

Competitive and commensurate with experience. Benefits include medical, dental, vision, life and long-term disability insurance, 401K plan with employer match, flexible spending accounts, pre-tax transit program, and liberal vacation policy.

About Us:

Since 1990, the Brooklyn Bar Association Volunteer Lawyers Project, a 501(c)(3) non-profit organization, has been committed to the premise that no New Yorker should be denied access to justice because of poverty, and that the private bar can provide a powerful force to ensure equal access through its pro bono efforts. Learn more about the VLP by visiting our website: www.BrooklynVLP.org.

Application:

Email resume and cover letter to Jobs@Brooklynvlp.org. Only qualified applicants will be contacted for an interview. No phone calls, please.

The Brooklyn Bar Association Volunteer Lawyers Project is an equal opportunity employer.