

Volunteer Lawyers Program Director

JOB SUMMARY:

Legal Services of Eastern Missouri, Inc., a non-profit law firm providing free civil legal assistance to low income/low opportunity individuals in 21 eastern Missouri counties, is seeking a full-time Director of its Volunteer Lawyers Program (VLP). The Director is responsible for the effective administration, oversight and performance of the VLP. Day-to-day program activities include: overseeing communications with clients; placing their cases with volunteer attorneys and monitoring those cases; planning and implementing pro bono clinics; planning and implementing volunteer trainings that are certified for Missouri Continuing Legal Education credits; promoting pro bono in LSEM's service area, particularly in the St. Louis Metropolitan area, and recruiting volunteers. The Director oversees three paid staff and student interns.

Responsibilities:

This position will be responsible for the following tasks:

- Recruit volunteer attorneys and develop and maintain relationships and good communications with volunteers, law firms, in-house legal counsel and pro bono coordinators, including through a periodic newsletter.
- Engage in daily verbal and written communications with attorneys, pro bono coordinators and clients.
- Effectively oversee a high volume of cases placed with volunteer lawyers.
- Develop relationships and work closely with community partners to plan and implement pro bono clinics.
- Oversee a paid staff of two legal service coordinators and a social services coordinator.
- Recruit, interview, place and oversee student interns in the VLP.
- Use the Legal Server case management system to track time, cases and activities.
- Have or develop substantial knowledge of Missouri landlord-tenant law, family law, non-complex estate planning, guardianships and other areas of civil legal practice in which low-income clients are served, and maintain cultural competency to work with low-income clients experiencing crises and/or trauma.
- Works closely with staff in other substantive units to strategize about, develop and implement new pro bono programs responsive to needs in both the client community and at Legal Services in serving those clients.
- Plan and implement all aspects of trainings, seminars and legal assistance clinics.
- Draft training materials and give recruitment and training presentations.
- Communicate with volunteers and clients about ongoing cases; act as a liaison and troubleshooter between volunteers and clients.
- Provide counsel and advice to clients whose cases are not placed with volunteers, and in some practice areas, gives brief service direct representation to clients when no volunteer attorney is assigned.
- Work closely with staff in other Legal Services programs that rely on pro bono work, including the two components of the Community Economic Development Program-- Microenterprise and Neighborhood Vacancy Initiative.

- Conduct case reviews and prepare monthly and quarterly case and activity reports.
- Coordinate pro bono recognition activities with Legal Services Administration and Development staff, working closely with Development on Legal Services events (Justice for All Ball, For The Common Good Awards and other important functions hosted or attended by Legal Services staff).
- Take on leadership roles and remain active in local and/or state bar associations.
- Develop and maintain knowledge of best practices for pro bono programs.
- Ensure that VLP activities are compliant with Legal Services Corporation funding and regulations.
- Perform other duties as required in order to administer the VLP.
- The Director of the VLP will work under the supervision of the Associate Director for Client Services and the Executive Director.

Qualifications:

- Must have a passion for serving low-income clients; have exceptional legal, organizational, supervisory, problem-solving and multi-tasking skills; possess strong verbal and written communication skills; must be detail-oriented; must enjoy working with people; must have the emotional maturity and stress management skills necessary to serve clients who are in the midst of crises and trauma. Must be a self-starter able to oversee the VLP and enjoy recruiting and training activities and giving group presentations.
- Must have substantial professional experience with litigation and the legal profession.
- Must be proficient with Microsoft Office (Word, Excel, Access, Outlook, Power Point etc.)
- Must have transportation for appointments regularly held outside of the office.
- The ideal candidate will hold a J.D. and will have ten or more years' experience working in a professional legal environment such as a law firm, non-profit or government setting, and will have extensive contacts in the St. Louis legal community. The ideal candidate will also have substantial administrative and managerial experience and education.

Salary & Benefits Information:

Salary commensurate with experience. Excellent benefits including medical, dental and vision insurance, a generous time off policy, 403(b) and profit sharing plans, long-term disability and life insurance, employee assistance plan, and flexible spending account.

Application Information:

Please send a cover letter and resume to: L. Lingard, Interim Human Resources Director using the following link:

https://hire.jobscore.com/employer/jobs/view_job/bqlq0C3rKr6kQvdNDWqL8o?sub=view_apply_form

Submission Deadline: Applications will be considered on a rolling basis until the position is filled.

Equal access to Legal Services' office is available. Those applicants requiring accommodation to the interview/application process should contact the Human Resources Director at the e-mail address listed above. Legal Services of Eastern Missouri is an equal opportunity employer.

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Legal Services of Eastern Missouri is proud to be a Legal Services Corporation (LSC) grantee, and we comply with all LSC conditions and prohibitions in acceptance of all funds.