Pro Bono Coordinating Attorney

White Plains Full Time

Salary Range: $78,000.00 To $129,000.00 Annually

About Us

For more than 50 years, Legal Services of the Hudson Valley (LSHV) has been providing free, high-quality legal counsel in civil matters when basic human needs are at stake including: eviction and foreclosure prevention, domestic violence, disability, elder law, healthcare, consumer fraud and more. Our services support almost 600,000 poor and low-income families and individuals who cannot afford an attorney in our seven-county service area. With the gap separating those who can and cannot afford legal representation widening each day, we work to ensure that everyone has equal access to justice, regardless of their ability to pay. As the only provider of comprehensive civil legal services in the lower and mid-Hudson Valley (Westchester, Putnam, Dutchess, Rockland, Orange, Ulster and Sullivan), LSHV is proud to have handled over 12,000 cases impacting nearly 30,000 household members including 10,000 children last year. LSHV is made up of ten offices, and a dedicated and highly skilled staff of attorneys, paralegals and administrative professionals.

Legal Services of the Hudson Valley is dedicated to building a highly skilled workforce that reflects the communities we serve and where everyone feels supported to bring their authentic selves to work. We are committed to promoting equity for all, and we continually review and strengthen our processes and practices to support our staff, clients and the communities we serve. Respect is a cornerstone of relationships among our staff.

Position Description
LSHV is seeking a Pro Bono Coordinating Attorney to work with the Pro Bono Director in increasing pro bono involvement throughout the seven counties that comprise LSHV's service area. This position includes reviewing and analyzing potential cases to refer to pro bono partners, managing virtual and in-person legal clinics, recruiting, training, and supporting law firms, law school, and corporate partners, and coordinating pro bono attorney and in-house volunteer activities. The position also includes interacting with clients and providing direct legal services to some clients, including litigation, as well as assistance coordinating LSHV's intern and CLE programs. Travel throughout LSHV's service area as well as to New York City is required.

Essential Duties

- Assist in program development to increase pro bono activities in the 7 counties of LSHV's service area.
- Recruit, train, and mentor pro bono attorneys, law students, and corporate partners on collaborative, pro bono projects, clinics, and case referrals. This includes presenting to partners and discussing legal strategies on case referrals.
- Coordinate the referral of cases to pro bono attorneys participating in the Volunteer Attorney Program.
- Match volunteer attorneys with LSHV attorneys when mentorship of one or the other is appropriate.
- Ensure pro bono attorneys deliver high-quality legal services to LSHV's clients.
- Coordinate activities of in-house volunteers, including interns, externs, and pro bono scholars, and track volunteer hours.
- Assist with LSHV's Continuing Legal Education program, as LSHV is an accredited CLE provider.
- Develop and manage clinics for pro se clients in various legal areas.
- Provide legal information and assistance to clients from advice to full representation, where appropriate.
- Assist in planning volunteer recognition events.
- Participate in networking and outreach events.
- Perform administrative duties and other duties, as assigned by supervisor.

Qualifications

- Five or more years' legal experience; member in good standing of the New York State Bar.
- Ability to communicate and work effectively with clients, staff, volunteers, and a diverse group of stakeholders.
- Comfort in public speaking; interacting with private attorneys, judges, and court personnel; and providing training on substantiative areas of law.

- Ability to work independently as well as collaboratively with colleagues.
- Interested in learning new areas law of the law to launch and coordinate pro bono programs and referrals in various subject matters.
- Capacity to establish priorities and achieve results.
- Excellent written and verbal communication, technology, interpersonal, organizational, and problem-solving skills; attention to detail.
- Experience with housing law a plus, but not required;
- Interested in working in a fast-paced, dynamic environment.
- Flexible work attitude, enthusiasm for pro bono work, and the mission of LSHV.
- Willingness and ability to travel to LSHV's offices, other locations within our catchment area, and occasionally to NYC, as needed.

Preferred:

- Spanish fluency is desirable.
- Experience in training other attorneys in substantive areas of law.

Salary: $78,000- $129,000, DOE, with excellent benefits that include medical, dental, vision, life insurance, and long-term disability coverage, as well as a defined contribution to a 403 (b), loan repayment assistance, and paid parental leave. After a brief probationary period, this position may permit work from home up to two days per week. Professional development includes access to job-related training, a Mentoring Program, and an Emerging Leaders Program

Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, pregnancy, genetic information, disability, status as a protected veteran, or any other protected category under applicable federal, state, and local laws.

If you have a disability and you believe you need a reasonable accommodation to search for a job opening or to submit an online application, please email us at **accommodate@lshv.org** or call 914-949-1305 This email is created exclusively to assist disabled job seekers whose disability prevents them from being able to apply online. Only messages left for this purpose will be returned.

Apply for Pro Bono Coordinating Attorney using the link below:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=f7851cad-0ee5-4966-a07d-95b3052624d4&ccId=19000101_000001&lang=en_US&jobId=9201834131647_1&&source=EN