

PRO BONO COORDINATOR- White Plains, NY

Legal Services of the Hudson Valley

<http://www.lshv.org>

Job Type: Pro Bono Coordinator- White Plains office

Schedule Type: Full-Time

Date: July 16, 2018

Overview

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 almost 15,000 cases impacting more than 34,000 household members including 13,000 children last year. LSHV has nine offices, a staff of 135, including 80 attorneys and 27 paralegals.

Position Description

Legal Services of the Hudson Valley (LSHV), is seeking a Pro Bono Coordinator to work with the Pro Bono Director to assist in increasing pro bono involvement, primarily in the area of Housing law, throughout the seven counties that comprise LSHV's service area. This will involve responsibility to communicate with law firm and corporate partners, as well as to coordinate pro bono attorney trainings and case placement. The position includes interaction with clients, but does not involve the daily practice of law. Travel throughout the LSHV service area as well as to New York City, is required.

Responsibilities

- Recruit law firms for collaboration in pro bono partnerships;
- Make presentations to potential project partners;
- Replicate current successful housing projects to provide services to additional clients in our service area;
- Coordinate and manage trainings for attorneys in participating law firms;
- Make case assignments to law firm pro bono coordinators;
- Provide support to volunteer attorneys and manage all aspects of collaborative projects;
- Assist with ongoing projects with corporate partners;
- Participate in the development of CLE programs for pro bono attorneys;
- Place individual cases with pro bono attorneys;
- Match volunteer attorneys with mentors, where appropriate;
- Participate in networking and outreach events;
- Assist in planning volunteer recognition events;
- Perform administrative tasks and other duties, as assigned by supervisor;
- Approximately 75% of time will be devoted to housing projects

Qualifications

- Five or more years legal experience and member in good standing of the New York State bar;
- Ability to communicate effectively with clients, staff and volunteers;

- Comfort in interacting with private attorneys, public service attorneys, judges and court personnel, as well as with public speaking;
- Ability to work independently as well as collaboratively, with colleagues and members of the communities we serve;
- Capacity to establish priorities and achieve results;
- Enthusiasm for working with the population who normally would not be able to afford and attorney;
- Excellent written and oral communication skills, computer skills and problem-solving skills; attention to detail;
- Proficiency in the use of technology to further the mission of the organization;
- Comfort with the use of social media;
- Interest in working in a fast-paced environment

Salary: Competitive with excellent benefits

Please apply at our career center by following this link, and include cover letter, writing sample and three references:

[Legal Services of the Hudson Valley-Pro Bono Coordinator-White Plains, NY](#)

Legal Services of the Hudson Valley is proud to be an equal opportunity employer that celebrates our employees' differences. Applicants of diverse race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability and veteran status, are strongly encouraged to apply. Our differences make us better.