



**PRO BONO CLINIC & COMMUNITY OUTREACH COORDINATOR - TEMPORARY**

<b>CLASSIFICATION:</b> Union - Attorney I (Short-Term)	<b>SALARY:</b> \$60K+
<b>DEPARTMENT:</b> Pro Bono	<b>FLSA STATUS:</b> Exempt
<b>REPORTS TO:</b> Director, Pro Bono Programs	<b>APPLICATION DEADLINE:</b> 11/16/2020

For more than 45 years Bet Tzedek has set the standard for innovation and excellence in providing outreach, education and direct legal services to those who need it most. This position will support the Pro Bono components of Bet Tzedek’s existing clinical and community outreach programs and will work with staff to develop new pro bono driven clinics and outreach efforts, as dictated by community needs.

**ESSENTIAL DUTIES**

- Partner with the Director of Bono Programs and staff to develop best practices for clinics, including creation of training materials, recruitment and training of volunteers, and assistance with conducting clinics. Develop and execute on new models for remote clinic operation and volunteer participation.
- Work with staff to help develop and coordinate the pro bono components and operation (include remote models of operation) of the Small Claims Clinic, the Self-Help Conservatorship Clinics, the Legal Name & Gender Marker Change Clinic, and the Housing Clinic.
- For the Advanced Planning Clinic (Statutory Wills and Advanced Healthcare Directives), oversee all pre-clinic operations (including client pre-screening and scheduling and volunteer recruitment and training), and conduct the actual Clinic.
- Partner with the Director of Pro Bono Programs and with project-specific staff to develop and maintain a Community Outreach Pro Bono Panel.
- Partner with the Director of Pro Bono Programs to place clinic cases that require more extensive legal work with pro bono attorneys and assist the Director of Pro Bono with placement.
- Partner with the Director of Pro Bono Programs and the Director of the Small Business Development Program to help develop and execute on Small Business Legal Academies, including developing and implementing remote models. Work with Small Business team on administering Bet Tzedek/LA Represents/Covid intakes and distribution of matters to pro bono volunteers.
- Keep all pro bono clinic training materials up to date substantively and ensure that we utilize new technology that facilitates learning
- Perform other duties as assigned.

**QUALIFICATIONS**

- J.D. and active member of California State Bar in good standing (required)
- Experience supervising volunteers, including law students and attorneys (required)
- Ability to communicate clearly and effectively, both orally and in writing, with colleagues, volunteers, clients, and external partners (required)

- 2-4 years' experience representing clients, particularly in practice areas handled by Bet Tzedek: elder law, guardianship, conservatorship, housing law, employment law, immigration law, public benefits, trusts and estates, real estate law, and/or small business development (strongly preferred)
- Spanish-language proficiency (preferred)
- Demonstrate an understanding and commitment to Bet Tzedek's mission of equal justice for all and Bet Tzedek's core values of leadership, community-based advocacy, and innovation (required)

#### **HOW TO APPLY**

- Email letter of interest, resume, and minimum salary requirement to [bettzedek.8E.91C@applynow.io](mailto:bettzedek.8E.91C@applynow.io) Subject: "PRO BONO CLINIC & COMMUNITY OUTREACH COORDINATOR")

***Note: This is short a term position structured to support the team as a staff member is on leave. To best serve our communities Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.***