



Interim Pro Bono Supervising Attorney – Grand Rapids

Do you feel passionately about ensuring that *everyone* has a voice in the civil justice system? Do you want to protect people's rights, challenge injustice, fight poverty, and change lives? If so, keep reading.

Who we are: we are a nonprofit law firm delivering free legal help to people who live in or near poverty, and to seniors. We help when civil legal problems threaten our clients' basic living needs, like food- and income-security, housing, healthcare access, and safety from domestic violence. We serve 17 West Michigan counties. Through our pro bono program, we engage volunteer attorneys to represent clients and expand our impact. Our volunteers are our partners in promoting equal justice.

Position: we are hiring an Interim Pro Bono Supervising Attorney (PBSA). The position term will run for 10-12 months, starting near July 1, 2022 and ending in May or June of 2023. We prefer to hire for a full-time schedule but will consider excellent candidates' proposals to work reduced hours. The PBSA will work from LAWM's Grand Rapids office as a member of our pro bono program team. A mix of remote and in-office work may be permitted.

Duties: the PBSA will recruit, train, and support pro bono attorneys (volunteers), supervise legal work within LAWM's pro bono program, and manage pro bono clinics.

Recruit and Train Volunteers

- Develop and deliver both in-person and recorded trainings for volunteers, coordinating with LAWM's Director of Litigation
- Develop and distribute supplemental training materials
- Collaborate with the Director of Community Engagement (DCE) and Pro Bono Coordinator to recruit new volunteers
- Track new volunteer signups via LAWM's website and reaches out to new volunteers
- Participate in local and state bar association initiatives to promote pro bono

Supervise and Support Pro Bono Volunteers on Casework

- Develop and maintain volunteer support materials, including practice manuals, checklists, and sample pleadings
- Supervise legal work performed by volunteers
- Maintain relationships with volunteers, responding to their requests for assistance
- Match volunteers with mentors
- Direct volunteers to appropriate support and training resources
- Track volunteer activity, maintaining a monthly activity report

Organize Clinics and Volunteer Events

- Work with bar associations, law schools, law firms and community groups to run pro bono clinics across LAWWM's 17-county service area
- Develop trainings and materials specific to individual pro bono clinics
- Manage volunteer recruitment and logistics for clinics with the Pro Bono Coordinator and DCE
- Manage the onsite operation of pro bono clinics, supervising volunteers and legal work performed

Qualifications:

Required:

- Juris doctorate degree from an ABA-accredited law school
- An active license, in good standing, to practice law in Michigan
- Five+ years of civil litigation experience, or equivalent law practice experience
- Passion for social justice and race equity
- Excellent written and verbal communication skills
- A positive attitude, friendly demeanor, and an entrepreneurial mindset

Highly desirable:

- Comfort using web-based technology (e.g., producing virtual events, drafting website content)
- Experience supervising other professionals
- Program development and project management skills

Compensation: full-time equivalent salary posted at \$63,500, depending on experience. LAWWM offers a generous health plan, 403(b) contribution, and a vacation/sick leave package.

Applications: please send a cover letter and resume to Human Resources Assistant Charles Obuya: cobuya@lawwestmi.org. **We recommend applying no later than June 13, 2022**, at which time we may stop accepting applications. We are an equal opportunity employer and encourage persons of color and persons with disabilities to apply.

LAWWM Policy Against Discrimination

Legal Aid of Western Michigan does not discriminate against any applicant for employment, employee, or recipient of service based on race, color, national origin or ancestry, religion, age, disability, sex, gender identity, sexual orientation, height, weight, marital status, arrest record, veteran status, or any other classification protected under applicable federal, state, or local law.