

LEGAL SERVICES/PRO BONO PROGRAM SEEKS ATTORNEY

Volunteer Lawyers Project of the Boston Bar Association (VLP) seeks an attorney with one to five years experience to provide support to its *pro bono* panel and carry a caseload. VLP represents low-income people in the Greater Boston area on a variety of civil legal problems, including housing, unemployment benefits, consumer/bankruptcy and family law. Most cases are referred to members of the *pro bono* panel, with VLP providing training and ongoing support. Other clients are advised or represented by members of the VLP staff.

Responsibilities:

- Develop expertise in family and housing law, including landlord tenant and home ownership matters
- Train and mentor the *pro bono* panel
- Assist with recruitment of volunteer attorneys through outreach to lawyers, law firms and bar associations
- Supervise paralegals and law students as assigned
- Provide direct representation to clients, including representing clients in court and/or administrative hearings
- Assist in the staffing of court based programs

Qualifications:

- Legal experience in either family law or landlord tenant law or other relevant experience
- Demonstrated commitment to serving low-income clients
- Excellent communication skills and computer literacy
- Fluency in Spanish, Portuguese, Cape Verdean Creole, Haitian Creole, Mandarin, Cantonese or Vietnamese preferred but not required.
- Admitted to the Bar in Massachusetts

(over)

99 Chauncy Street, Suite 400
Boston, Massachusetts 02111

■ 617/423-0618

■ 617/423-0061

■ vlpnet.org



VLP offers a supportive workplace with many opportunities to learn. VLP has a legal services salary scale, including annual step increases, and a generous benefits package. An attorney with one year of experience starts at \$52,000; an attorney with three years experience starts at \$55,000.

Please send resume and cover letter to Martha Williams, Financial Officer,
mwilliams@vlpnet.org.

VLP is an equal opportunity employer and encourages women, people of color, bi-cultural individuals, and persons with disabilities to apply.

**POSTED MAY 24, 2010. OPEN UNTIL FILLED.
PREFERENCE TO APPLICATIONS RECEIVED BY JUNE 18, 2010**

**LEGAL SERVICES/ PRO BONO PROGRAM
SEEKS REFERRAL PARALEGAL**

Volunteer Lawyers Project of the Boston Bar Association (VLP) seeks an energetic, organized person to manage referrals to volunteer attorneys. VLP represents low-income people in the Greater Boston area on a variety of civil legal problems, including housing, unemployment compensation, consumer issues, wills, and family law matters. Many cases are referred to *pro bono* attorneys with VLP providing training and ongoing support.

Responsibilities:

- Place *pro bono* cases with volunteer attorneys
- Provide administrative support and coordination for the Senior Partners program, including organizing monthly meetings and trainings
- Manage VLP's interpreters, including enlisting new interpreters, coordinating assignments and resolving issues
- Respond to requests of volunteer attorneys
- Contact attorneys by phone, fax and email and maintain lists of cases and attorneys
- Track cases to be referred, keeping records and systems current
- Coordinate involvement of VLP staff attorneys in the case referral process
- Prepare materials for web site and other publicity outlets
- Serve as office receptionist when other staff are absent
- Other duties as assigned



Requirements for the Position:

- Excellent communication skills, both speaking and writing
- Excellent administrative skills, particularly computer skills, and attention to detail
- Ability to place cases with busy attorneys
- Ability to work independently and to coordinate efforts with colleagues
- Flexibility and persistence
- Commitment to serving low-income clients who cannot afford attorneys
- Ability to effectively manage multiple projects and tasks, some of which are time-sensitive
- Excellent organizational skills, especially when handling confidential client files and electronic data
- Fluency in Spanish, Portuguese, Haitian Creole, Mandarin, Cantonese, Vietnamese or American Sign Language (ASL) preferred

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Applications from law school graduates and admitted attorneys will not be considered.

VLP offers a congenial and supportive workplace. Starting salary for a paralegal with no experience is \$36,000; with two years experience, \$39,000, along with a generous benefits package.

Please submit resume and cover letter to: Martha Williams, Chief Financial Officer, by email to mwilliams@vlpnet.org

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Posted May 24, 2010

Position is open until filled but preference will be given to applications received by June 14, 2010.