

JOB ANNOUNCEMENT – PRO BONO COORDINATOR/SENIOR ATTORNEY

Application Deadline: March 31, 2010.

Applications will be reviewed on a rolling basis.

FLSA Status

Full-Time, Exempt

Supervisor

Director of Policy and Programs & Director of Litigation

General Summary of Work Performed

Oversee the recruitment, training, and mentoring of *pro bono* attorneys taking on cases in the areas of racial, economic, and immigrant justice. Manage LCCR's law clerk program and assist with mentoring and supervision of junior attorneys engaged in impact litigation and policy work.

Essential Duties and Responsibilities

1. Build, sustain and expand *pro bono* relationships with law firms, corporations, law schools, and bar associations. Meet regularly with *pro bono* liaisons and allies, conduct presentations on *pro bono* opportunities, and coordinate *pro bono* recruitment and appreciation events.
2. Oversee the design, implementation, and evaluation of client service delivery models, including *pro bono* and *pro se* assistance projects. Supervise the screening and placement of cases; the collection and analysis of volunteer data and feedback; the development of quality control/evaluation tools; and the innovative use of technology to improve the delivery of services.
3. Coordinate a dynamic training and mentoring program for legal volunteers, including overseeing the design of training materials and the recruitment of trainers and *pro bono* mentors.
4. Manage State Bar IOLTA and Equal Access Fund grants, including preparation of grant reports and grant reapplications.
5. Oversee law clerk program, including the recruitment, hiring, and supervision of law students.
6. Assist with supervision of junior attorneys engaged in impact litigation and policy advocacy. Review written materials, advise on legal strategies and client matters, and co-counsel matters with junior attorneys and outside counsel, as appropriate. Help ensure that attorneys and fellows are supervised and trained so as to continually increase their professional development.

7. Assume responsibility for own docket of impact litigation, based on LCCR staffing needs, including retaining and working with clients, finding and recruiting *pro bono* co-counsel, filings and appearances in court, discovery, and related litigation matters.

Other Duties and Responsibilities

1. Work to further LCCR's long-range goals as appropriate, including maintaining and establishing good relationships with the private bar and work on internal matters as identified or assigned, including:
 - Working closely with LCCR's management team to ensure that the *pro bono* work is functioning consistently and in furtherance of LCCR's strategic goals and mission
 - Assisting the Development Department in the drafting and development of proposals, program budgets, and fundraising materials
 - Identifying potential donors and solicitors, as well as new members and Board members
 - Attending staff meetings
 - Attending Board meetings, including the Annual Meeting
 - Contributing to the newsletter and other public relations materials
 - Other duties as assigned by the Executive Director

Knowledge, Skills, & Abilities Required

1. Member of CA Bar in good standing (minimum 5 years experience as an attorney; litigation experience in the areas of racial, economic, and/or immigrant justice preferred)
2. Demonstrated supervision and mentoring skills
3. Demonstrated organizational, administrative and technological skills, including knowledge of basic computer and database programs
4. Ability to plan and coordinate own work (including a litigation docket) and to meet deadlines with minimal supervision
5. Values working cooperatively with others, both within the organization and in the community.

Reporting Relationships

The Senior Attorney works under the direct supervision of the Director of Policy and Programs and Director of Litigation, but is expected to work independently on a day-to-day basis.

Application Process

Please send or email a cover letter, a resume with three references, and a writing sample to the Lawyers' Committee for Civil Rights c/o Sonia Gonzales, Managing Director, 131 Steuart St., Suite 400, SF, CA 94105. Email: sgonzales@lccr.com

The Lawyers' Committee is an affirmative action/equal opportunity employer. People of color, lesbians and gay men, women, persons with disabilities and people over 55 are encouraged to apply.