



## Legal Services of Eastern Michigan Job Position Description **Pro Bono Coordinator**

Legal Services of Eastern Michigan is a nonprofit civil law firm which has been providing legal assistance to disadvantaged community members for over 50 years. It serves 14 mid-Michigan counties from offices in Flint, Saginaw, and Caro. The agency mission is to use advocacy to address the causes and effects of poverty. We envision communities where individuals have affordable access to meet their justice needs and can pursue their legal rights through effective advocacy.

### **Position Overview**

The Pro Bono Coordinator serves as liaison between LSEM, community stakeholders, and, a pool of private bar volunteers. They are responsible for facilitating community education events, legal advice clinics, staff training, and referral of direct representation cases to individual volunteer attorneys. Community outreach and education activities are anticipated and systemic or impact projects will be encouraged.

### **Responsibilities**

- Promote quality legal representation to clients in accordance with grant guidelines & LSEM's Legal Work Management Manual
- Refer clients to private attorneys for assistance with litigation, administrative advocacy, and community advocacy
- Provide volunteer opportunities for counseling, advice, brief services and community education
- Participate in client outreach and partner with community organizations
- Ensure compliance with funding requirements
- Coordinate with Directing and Managing Attorneys to ensure holistic, high quality legal representation is provided
- Prepare and draft documentation required for funder reports as requested
- Identify, develop, and implement advocacy strategies to address systemic legal problems
- Develop and maintain a positive and productive work environment
- Develop engagement with advocacy organizations, bar associations, and community stakeholders
- Participate in recruitment, training, and support of law students and volunteer attorneys
- Co-counseling on occasional cases

### **Knowledge, Abilities and Skills**

- Excellent organizational, written and oral communication skills
- Ability to relate comfortably to individuals of different racial/ethnic, economic and cultural backgrounds
- Ability to multi-task and complete projects in a timely matter under pressure
- Knowledge of communities to be served and demonstrated ability to forge community collaborations
- Knowledge of and demonstrated commitment to civil rights and social justice
- Understanding of volunteer recruitment and retention

### **Qualifications**

- Juris Doctor preferred
- Admission to Michigan Bar preferred
- Prior litigation experience preferred

### **Salary**

Salary is commensurate with qualifications and is complimented with excellent fringe benefits including a hybrid working environment, generous time off, medical, life, short-term and long-term disability insurance, retirement plan with matched employer contribution (6%), student loan repayment plan, professional development allowance, and over \$1,200 employer contribution into a flexible spending account annually.

### **Application**

Interested applicants should email a resume, references, and cover letter to: [humanresources@lsem-mi.org](mailto:humanresources@lsem-mi.org)

LSEM is an equal opportunity employer committed to promoting diversity and inclusion in the workplace. We encourage all potentially qualified applicants to apply.