

**DISTRICT OF COLUMBIA BAR - COMMUNITY ECONOMIC DEVELOPMENT
PROJECT
STAFF ATTORNEY
POSITION DESCRIPTION**

The D.C. Bar Pro Bono Program has an opening for a Staff Attorney in its Community Economic Development (CED) Project, which provides pro bono business law services to D.C. community-based nonprofits engaged in strengthening the District's low-income communities. The Project offers its services to a broad array of client organizations, including low-income small business owners and tenant groups involved in purchasing their buildings under D.C. law. The Staff Attorney reports to the Supervising Attorney, CED.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Plans and conducts outreach activities directed to community-based nonprofit organizations, to acquaint them with the Project's services, to identify their unmet business law needs, and to generate requests for assistance.
- 2) Responsible for walk-in small business brief advice legal clinics to provide pro bono business law assistance. Works with small business centers in the District to plan clinics, publicize their availability; recruit volunteer attorneys, assist them in providing legal guidance to small businesses and provide follow-up legal assistance.
- 3) Reviews requests for assistance from community-based nonprofits and low-income small businesses. Screens requests against project criteria, identifies legal needs, and, as assigned by the Project Director, facilitates matches with volunteer law firms for long-term partnerships.
- 4) Assists in recruiting volunteer law firms and teams of business lawyers with relevant expertise to provide pro bono business law assistance. Works independently on client screening and placements.
- 5) Assists in planning and implementation of training and information sessions for client base and for volunteer attorneys; recruits trainers and coordinates development of manuals and resource materials.
- 6) Participates in the Affordable Housing Preservation Project. Conducts outreach activities directed to tenant associations and limited-equity cooperatives to acquaint them with the Project's services, to identify their unmet business law needs, and to generate requests for assistance. Reviews requests for assistance from tenant associations and other housing groups, screens requests against Affordable Housing Preservation Project criteria, and facilitates matches with volunteer law firms for pro bono legal assistance.
- 7) Monitors pro bono matches, provides mentoring, technical assistance, and legal research as needed.

- 8) Co-counsels selected CED project pro bono matters with concurrence of CED Project Director and express approval of Pro Bono Program Director.
- 9) Drafts memoranda, reports, forms, and other substantive materials for use by volunteer attorneys and community-based organizations.
- 10) Assists the Project Director in preparing project reports for dissemination to Pro Bono Program management, volunteer leadership, funders, and community.
- 11) Monitors developments in non-profit law, and assists in developing strategies to educate non-profit community.
- 12) Works with CED Project Advisory Committee on planning and developing CED Project's programming. Must be able to manage major program partnerships with organizations such as Howard University Small Business Center.
- 13) Other duties as assigned.

MINIMUM QUALIFICATIONS

- 1) J.D. degree from an accredited law school. One year of relevant legal or nonprofit experience preferred.
- 2) An active member of the D.C. Bar or eligible to become an active D.C. Bar member. A successful candidate who is not an active member of the D.C. Bar must apply for admission within 6 months of employment.
- 3) Experience as a law student, attorney or in policy development or technical assistance role in the fields of small business or affordable housing desirable.
- 4) Experience in community development or delivery of legal services to the indigent or community-based organizations serving low-income populations strongly preferred.
- 5) Strong organizational skills, experience in program administration desirable. Must be able to exercise independent legal judgment, especially in operating small business clinics.
- 6) Excellent verbal and written communication skills; strong analytical skills.
- 7) Ability to work well under pressure and manage multiple priorities.
- 8) Good interpersonal skills and ability to work well with staff, clients, volunteer leaders and volunteer attorneys.

- 9) Proficient word processing and computer skills needed. Experience with web-based resources and research a plus.

ADDITIONAL INFORMATION

Under the Bar's compensation structure, this position resides in the Legal job family at the Senior Specialist level. This is an exempt position. Salary is commensurate with experience. The DC Bar has an excellent fringe benefits package.

This is not an attempt to list all functions of this position and it is recognized that duties may change over time, based on the Pro Bono Program's needs.

The D.C. Bar Pro Bono Program is an Equal Opportunity Employer.

Interested individuals should submit a cover letter and resume to:

HR/SA-CED
D.C. Bar
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Washington, DC 20005
202-824-1863
hr@dcbar.org