

Director, Pro Bono Programs
Homeless Persons Representation Project, Inc.
Baltimore, MD

The Homeless Persons Representation Project (HPRP), a non-profit legal services and advocacy organization, seeks to hire a full-time attorney to direct its Pro Bono Programs. Encompassing all of HPRP's programs is the deep understanding that people who are homeless or at risk of homelessness struggle to access legal services offered in a traditional manner. The hallmark of HPRP's legal program is its ability to reach clients where they live, eat, and spend time. HPRP's Pro Bono Programs leverage the resources of HPRP's staff by recruiting, training, and mentoring volunteer attorneys, paralegals, and law students to complement the work of HPRP's staff attorneys. Particularly in these economic times, HPRP's Pro Bono Programs provide the person power to assist the increasing number of persons seeking legal assistance to prevent homelessness or find housing.

There are three types of pro bono programs at HPRP: 1) Community-Based Intake Program, in which HPRP volunteers conduct intake at shelters, soup kitchens and other organizations and provide representation in legal areas that will directly eliminate or prevent homelessness; 2) Specialized Task Forces, in which attorneys focus on a substantive legal issue affecting Maryland's homeless population, such as veteran's benefits; and 3) Systemic Advocacy Projects, in which staff and volunteers pursue systemic solutions to homelessness.

The Director of Pro Bono Programs is a leadership position at HPRP. The Director's work is closely linked to the work of the in-house Staff and the Director reports to the Executive Director. HPRP's Pro Bono Program has grown considerably in the last year, from 40 volunteers in 2007 to over 180 volunteers to date. HPRP operates Community-Based Intake Programs at Our Daily Bread Employment Center, Oliver Community Center, and the Helping Up Mission, all in Baltimore City, and at Shepherd's Table in Montgomery County. It is part of HPRP's strategic plan to grow the Pro Bono Program in Baltimore City over the next three years. The Montgomery County site will be maintained and expanded to provide veteran's benefits representation.

Responsibilities include:

- * Recruiting, training, supervising, and retaining volunteer attorneys, paralegals and law students;
- * Developing written materials for volunteers including registration materials, training manuals, etc.;
- * Maintaining HPRP's existing off-site intake programs, including strong relationships with organizations hosting HPRP's off-site legal clinics, and establishing new locations for HPRP's off-site legal program;
- * Expanding the visibility of HPRP's Pro Bono Program, including publicizing the program, and developing relationships with the private bar, government lawyers, and the University of Baltimore and University of Maryland Law Schools;

* Coordinating the Maryland Veterans' Legal Assistance Conference and participating in the annual Partners for Justice Conference and the Maryland State Bar Association Conference;

* Coordinating the HPRP Volunteer Advisory Group, comprised of long-time HPRP volunteers who advise the Director of Pro Bono Programs on the expansion of the Program;

* Working closely with HPRP's Managing Attorney and Staff Attorneys in establishing off-site intake locations, discussing case trends developing in the volunteer cases, and recruiting volunteers for Systemic Advocacy Projects;

* Supervising the Legal Clinic Coordinator, who establishes and monitors the off-site intake schedule, schedules volunteer trainings, and assists with data entry;

* Evaluating the effectiveness of HPRP's off-site locations;

* Maintaining information about case activity and statistics, as well as volunteer information, in HPRP's electronic database, and duplicate paper files of all volunteer cases;

* Participating in fundraising efforts, including working with Executive Director on grant applications, attending meetings with current and potential funders, and assisting with grant reports.

Required Qualifications:

* Demonstrated commitment to working with people in poverty;

* Ability to think strategically about expansion and visibility of HPRP's volunteer program;

* Previous experience supervising volunteers;

* Minimum 5 years litigation experience (two semesters of clinical experience as a law student will be considered equivalent to one year of litigation experience);

* Admitted to practice law in Maryland, or willing and eligible to sit for the next available Bar exam or Attorney's Exam;

* Ease with computerized databases and producing reports on HPRP's cases;

* Excellent written and oral skills;

* Ability to work independently and as part of a team.

Fluency in Spanish is a plus.

Salary: DOE with excellent benefits: Full health coverage (medical, prescription, dental) for employee plus contribution toward family coverage; long-term disability; life; ability to contribute to HPRP's 403(b) plan with 3% employer supplemental salary contribution for FY

2010; Vacation (20 days), sick leave (10 days), personal days (3 days), holidays.

To Apply: E-MAIL resume, cover letter, a writing sample, and names and contact information of three references to jobs@hprplaw.org (and specify "Director Pro Bono Programs" in the subject line). We are looking for thoughtful, personalized cover letters that demonstrate the applicant's qualifications, work style and interest in being part of a team working to eliminate homelessness in Maryland. Resume reviews begin immediately and applications will be accepted until position is filled.

HPRP is an equal opportunity employer. All interested persons encouraged to apply regardless of race, ethnicity, national origin, age, gender, disability, sexual orientation, gender identity, HIV status or religious affiliation.

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