

EMPLOYMENT OPPORTUNITY

| | |
|----------------------------|---|
| POSITION TITLE: | Volunteer Lawyer Program Manager |
| COMPENSATION: | \$4,449-\$5,035.88 per month, plus benefits |
| RECRUITMENT CLOSES: | Position is open until filled. |

PROGRAM SUMMARY:

The Skagit Volunteer Lawyer Program is a cooperative partnership between Community Action of Skagit County (Community Action) and the Skagit County Bar Association. The Skagit Volunteer Lawyer Program (VLP) provides free, high quality, efficient and innovative civil legal assistance to low-income people through the recruitment, training, mentoring, supervision, and support of volunteer lawyers. The VLP relies on the participation of lawyers who volunteer their time to assist low-income residents of Skagit County with their civil legal needs. Pro bono services are provided through advice and brief service clinics, unbundled legal services, and full direct representation.

POSITION SUMMARY:

The Manager works under the direction of both a Steering Committee designated by the Skagit County Bar Association and the Community Services Division Director of Community Action. The manager provides leadership in planning, developing, and implementing of the objectives of the program, and facilitates activities that ensure that the vision, mission, and initiatives of the program are effectively implemented and shared with the broader community. The manager regularly interfaces with other programs within Community Action, as well as with external organizations as a point of contact for the program, and stays well-informed on statewide and national equal justice related issues and advises the Steering Committee with respect to applicability in Skagit County. This is a full-time exempt position.

JOB DUTIES INCLUDE:

1. Manage and coordinate program services including coordinating regular legal advice clinics, developing community education classes, facilitating referrals for limited-scope representation and full direct representation, and coordinating legal services at community events.
2. Develop and maintain ongoing working relationships with Skagit County attorneys in order to foster active participation in the program, and with Community Action programs and external community organizations to enhance access to civic legal assistance.
3. Recruit, train, and support (including developing mentorship opportunities) a panel of volunteer attorneys and paralegals for participation in various program activities.
4. Train and supervise support staff.
5. Maintain records of client eligibility, client contacts, and services provided in compliance with grant requirements.
6. Provide assistance with the planning, content development, and facilitation of Steering Committee meetings.
7. Compile statistical information and prepare monthly, quarterly, and annual program reports for both the Steering Committee and grant administrators.
8. Write grant applications and pursue other funding sources and activities, including fundraising events and sponsorships, and comply with all reporting requirements.

9. Develop draft budgets and strategic plans for program operations.
10. Maintain a collaborative working relationship with the statewide network of Volunteer Lawyer Programs. Facilitate efforts to develop, strengthen, promote and sustain collaborative projects between the Skagit Volunteer Lawyer Program and other Alliance for Equal Justice members.
11. Assist the VLP to achieve and sustain compliance with best practice standards as set forth in the Washington Pro Bono Program Standards.
12. Participate directly in the delivery of legal advice and other legal services to low-income clients as needed and instructed by the Steering Committee.
13. Attend Community Action meetings, trainings, etc., as jointly instructed by Community Action and the VLP Steering Committee.
14. Other duties as may be assigned.

QUALIFICATIONS INCLUDE:

Education & Experience

- Member in good standing of the Washington State Bar Association.

Knowledge, Skills, and Abilities

- Competency in Microsoft Office Suite applications, including Excel, Word, PowerPoint, Publisher and Outlook.
- Working knowledge of standard office procedures and technologies (telephone, computer, printer, photocopier, scanner, facsimile machine, 10-key) is needed.
- Experience working with volunteers.
- Must have strong and effective communication skills (oral and written), capable of relating to all levels: individual, agency, community, state, regulatory and courts.
- Knowledge of civil legal procedures with emphasis in area of family law.
- Supervisory skills for managing support staff and large panel of volunteer attorneys and paralegals.
- Good judgment and strong interpersonal skills.
- Excellent organizational and time management skills.
- Demonstrated issue identification and problem solving skills.
- Ability to work both independently and collaboratively.
- Must be innovative and have the ability to explore new techniques.
- Must be able to work under pressure and meet deadlines.
- A demonstrated cultural competence and experience working with low-income client communities, which may include diverse racial and ethnic backgrounds, persons with limited English proficiency, persons with disabilities, etc.
- A demonstrated passion and commitment to the principles of Access to Justice and to the development of programs and initiatives designed to ensure that low-income persons have access to the legal help they need.

License(s) & Certification(s)

- Must have valid driver license and auto liability insurance, if personal vehicle is used for work-related travel.

Other Desired Qualifications:

- Program design experience and/or project management experience.
- Experience providing civil legal services to low-income clients, preferably in a volunteer lawyer program setting.
- Experience managing programs for an agency or non-profit, preferably in the delivery of legal services to low income individuals.
- A demonstrated basic knowledge and understanding of the uses of technology in the justice system.
- A strategic thinker and creative problem-solver with strong analytical skills.
- Experience developing relationships for resource development and fundraising.
- Experience and skill in engaging with an active Board of Directors.
- Experience in compliance with grant, contract and legal aid principles and requirements.
- Familiarity with Legal Server program.

TO APPLY:

Submit the following to:

- Recruitment@CommunityActionSkagit.org, or
 - Community Action of Skagit County, 330 Pacific Place, Mount Vernon, WA, 98273.
1. A completed Community Action Application for Employment form*
 2. Your resume
 3. A letter of interest identifying the position you are applying for and describing how you meet the qualifications for the position
 4. Writing sample

Only application packets containing the above items, and those received by the stated closing date and time, will be considered.

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements.

Community Action of Skagit County is an Equal Opportunity Employer.

**Application forms and job announcements are available at the above address and also at our website, www.CommunityActionSkagit.org.*