

**JOB ANNOUNCEMENT
(Please Post)**

**Pro Bono Coordinator
Executive Office
Sacramento, California**

Position: Coordinator of volunteer programs for 23-county legal services provider.

To Apply: Send résumé, writing sample, three (3) references with telephone numbers, and a cover letter describing your interest in the position and qualifications to:

Gary F. Smith, Executive Director
Legal Services of Northern California
517 12th Street
Sacramento, CA 95814

Program Description:

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to the poor, seniors, and persons with disabilities in 23 northern California counties. Funded in part by the federal Legal Services Corporation, LSNC has eight field offices and a number of special projects, including a senior legal hotline, a health law program, and a health insurance counseling and advocacy program for Medicare beneficiaries. The mission of LSNC is “to empower the poor to identify and defeat the causes and effects of poverty within their communities.”

Responsibilities:

Under the direction of the Executive Director, responsible for (1) development of pro bono opportunities, (2) recruitment and screening of potential volunteers, and (2) training and coordination of attorney, law students and other professional volunteers. Implementation of LSNC’s private attorney involvement plan; coordination with other managers to identify need for volunteers and make appropriate placement; organization of pro bono clinics; supervision of legal work of volunteers as assigned; outreach to law schools and bar associations to coordinate law student and attorney volunteer opportunities in LSNC offices; screening of volunteer applicants and maintenance of volunteer rosters; development of volunteer recognition events and nomination of exceptional volunteers for recognition by the local and state bar; development of grant proposals to fund pro bono programs; recruitment of non-attorney professionals, such as interpreters, to provide support to the organization.

QUALIFICATIONS:

Juris Doctorate from a law school. Membership in the State Bar of California, plus five (5) years of experience handling cases, including trials and some supervision of advocacy, including volunteers; and other leadership experience. Knowledge of personnel management and conflict resolution, leadership styles, training methods, substantive areas of poverty law and State Bar process. Ability to coordinate projects effectively, supervise legal work on a variety of poverty law issues; resolve conflicts involving staff, clients, and community groups; communicate effectively with bar associations, law schools, local funding sources and agencies, the court system, etc.

Closing Date: November 30, 2016

Start Date: January 1, 2016

Salary: Salary commensurate with experience. Generous benefits.

LSNC provides a bilingual bonus for employees who speak a second language, other than English, commonly spoken by clients when the second language is used on the job for which the person is employed.

LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, AND TRANSGENDER PEOPLE TO APPLY.