

Pro Bono Indiana, Inc.

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Position Statement

Position: Volunteer Attorney Coordinator (Housing Stability Grant Position)	Reports To: PBI Executive Director
Status: Exempt Full-Time with Health Care Insurance	Education: Juris Doctor Degree Required from an American Bar Association Accredited Law School
Licensing: Admission to the Indiana Bar in Good Standing	Experience: Previous experience working with disenfranchised communities and people facing poverty is highly valued

Position Summary

Under the direction of PBI's Executive Director, the Volunteer Attorney Coordinator assists in PBI's mission to provide civil legal aid services through the recruitment of volunteer attorneys, staffing of self-help clinics, coordination of judicare attorney placements, and provision of direct legal services. Through early 2023, the position will be focused on housing stability and eviction prevention services. The position is located in Evansville, Indiana, but will serve clients throughout the southern part of the state.

Specific Duties

In order to achieve the performance standards established by the Board of Directors, the Volunteer Attorney Coordinator shall have the following duties:

1. Provides direct client services to low-income residents from brief counsel and advice to full representation involving eviction and housing stability matters in anticipation of on-going pro bono or judicare services.
2. Cultivates attorney contacts in the relevant service area in order to place clients with volunteer and judicare attorneys for extended services involving eviction or housing stability matters.
3. Maintains on-going contact with, and provides support to, volunteer and judicare attorneys who agree to accept matters from PBI throughout their service to eligible clients.

4. Coordinates eviction and housing stability-related clinics, such as phone and live walk-in Talk to a Lawyer sessions or court-based clinics.
5. Attends local and state bar association events and conferences, as well as coordinates eviction and housing stability training and CLE programs specifically for PBI volunteer and judicare attorneys.
6. Maintains familiarity with relevant court procedures in the relevant service area counties and works to assist volunteer attorneys to comply with such.
7. Maintains familiarity with local social service providers assisting area low-income clients and works in partnership with them.
8. Assists in the creation of required reporting documents related to grant funding.
9. Complies with all relevant laws, regulations, and funder-imposed restrictions and guidelines.
10. Performs all duties with the intent to increase the number of volunteer and judicare attorneys, pro bono and low bono hours provided to clients, and case placements.

Job Requirements

In addition to being a licensed attorney admitted to practice in the State of Indiana, the Volunteer Attorney Coordinator shall have knowledge of and ability to apply relevant laws and regulations affecting residents of the relevant service area facing civil legal needs, with an emphasis on eviction and housing law. The Volunteer Attorney Coordinator shall have the ability to deal with clients, volunteer and judicare attorneys, bench officers, other staff members, and the public with tact and courtesy, and will represent the best interests of PBI and its constituents at all times. Experience dealing with disenfranchised communities and people living with poverty is highly desired. After the first two years of grant funded services, the position will likely expand to include other areas of law.

Working Conditions

The Volunteer Attorney Coordinator will be working in a typical legal services office environment, with regular contact with low-income clients, volunteer attorneys, bench officers, and the public. Due to the nature of legal practice, the position requires the use of independent judgment and may be stressful at times. The position will involve both in-person and virtual work, will allow for some limited work-from-home flexibility, and will include regular local travel.

Compensation and Benefits

Compensation for the position is set by a grant provided by the Indiana Bar Foundation and based on years of relevant experience. In addition to salary, employer-paid (90%) health care,

eye, and dental insurance are provided as well as reimbursement for professional licensure, local bar membership, and relevant work-related travel.

Last Updated: May 2022