

PRO BONO MANAGER

CLASSIFICATION: Management	SALARY: DOE/DOQ
DEPARTMENT: Legal	FLSA STATUS: Exempt
REPORTS TO: VP, Legal	APPLICATION DEADLINE: UNTIL FILLED

For more than forty years, Bet Tzedek has set the standard for innovation and impact in the provision of pro bono legal services. Bet Tzedek seeks a **Pro Bono Manager** to lead the Pro Bono team to continue to push this legacy forward and increase our ability to serve those who need us most.

As part of the Pro Bono Department, this individual will be responsible for facilitating the placement of matters, ranging from the development of materials, research projects, and direct representation cases, with volunteer attorneys and other professionals.

In addition, the coordinator will work in collaboration with program staff to help develop pro bono recruitment and training materials, coordinate pro bono opportunities with law firms and in-house law departments, bar associations and the judiciary, and undertake other tasks towards the promotion of private attorney and professional pro bono involvement.

Working closely with the VP Legal, the Pro Bono Manager will supervise the other members of the Pro Bono Department and steward execution of long-range goals to increase the volume, scope, and effectiveness of pro bono services.

ESSENTIAL DUTIES:

- Coordinate placement of pro bono matters with attorney and professional volunteers.
- Supervise Pro Bono Clinics, In-House Volunteer, and Intake Center Coordinators
- Collect and maintain all data related to private attorney volunteer involvement and activities.
- Work with program staff to develop and coordinate training programs for volunteers; develop reference and marketing materials for pro bono program
- Serve as resource to all staff on pro bono-related issues
- Represent Bet Tzedek on bar and other legal committees

QUALIFICATIONS:

- Minimum of three (3) years related experience/practice of law. At least (1) year of poverty law and civil rights litigation experience is strongly preferred.
- Experience working with volunteers, preferably attorney volunteers through pro bono initiatives.

HOW TO APPLY:

- Email **letter of interest** and resume to resume@bettzedek.org, subject line "PRO BONO MANAGER." **Please, no phone calls.**

To best serve our communities Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.