

MARICOPA COUNTY
CENTRAL OFFICE
305 South Second Avenue
Phoenix, Arizona 85003-2402

FARMWORKER OFFICE
305 South Second Avenue
Phoenix, Arizona 85003-2402

MOHAVE OFFICE
2701 E. Andy Devine, Suite 400
Kingman, Arizona 86401

YAVAPAI OFFICE
148 N. Summit Avenue
Prescott, Arizona 86301



Community
Legal Services

SAN LUIS OFFICE
845 East "B" St., Suite 1
San Luis, Arizona 85349

YUMA OFFICE
204 South 1st Avenue
Yuma, Arizona 85364

VOLUNTEER LAWYERS PROGRAMS
Maricopa County - Central Office
Mohave/La Paz Counties - Kingman Office
Yavapai County - Prescott Office
Yuma County - Yuma Office

ADMINISTRATIVE OFFICE
Sr. HUMAN RESOURCES ADMINISTRATOR
LILLY PANIAGUA

P.O. Box 21538
305 South Second Avenue
Phoenix, Arizona 85036-1538
Telephone (602) 258-3434, Ext. 2420
FAX (602) 253-1536
TDD (602) 254-9852

JOB ANNOUNCEMENT

POSITION: **DIRECTOR, VOLUNTEER LAWYERS PROGRAM
(MARICOPA COUNTY)**

LOCATION: 305 S. 2nd Avenue, Phoenix, AZ 85003

ORGANIZATION: Community Legal Services, Inc.
www.clsaz.org

WHO WE ARE: Community Legal Services (CLS) is a team of highly motivated individuals, who provide legal assistance, advice or representation, self-help materials and legal education so people can know their rights. We focus on helping survivors of domestic violence; assisting victims of consumer fraud and abuse, protecting tenants from unlawful/unfair practices by landlords, foreclosures, legal problems affecting agricultural workers, wage claims and other employment matters, and federal and state programs affecting people's health and economic stability. We are dedicated to addressing economic, racial and other inequities by delivering legal services and education to vulnerable members of the community.

QUALIFICATIONS: This is an excellent opportunity for impactful and rewarding service for an attorney admitted to practice in Arizona who has demonstrated a strong commitment to access to justice and interest in promoting pro bono service for people with limited means who have civil legal needs. Excellent people skills, verbal and written communication, and team collaboration skills are required. Essential to have skills supervising and supporting attorney and paralegal staff including many very experienced employees. Experience recruiting, supporting, and recognizing volunteers preferred.



DUTIES:

The VLP Director supervises attorney and paralegal staff and oversees recruitment, support, monitoring and recognition of volunteer attorneys who provide pro bono interviews, advice, brief service, and representation.

Responsibilities include reviewing all new applications, assessing whether requests are within program priorities and guidelines, determining what services are appropriate, assessing cases for legal merit, referring cases to private attorneys for additional representation, providing support to staff and volunteer attorneys, and reviewing all cases regularly and at completion, identifying new opportunities and methods for volunteers to provide legal assistance, excellent relationships with law firms, bar organizations, law schools and community groups are essential.

The VLP Director assists retired and inactive attorneys to become Certified for Pro Bono through Rule 38, provides regular recognition to volunteers and nominates outstanding volunteers for recognition by other groups, and works with other pro bono and legal services groups to promote high quality pro bono services and increase access to justice. As a member of Community Legal Services' management team, the VLP Director participates to identify legal needs, plan client services and strategic advocacy, conduct outreach, promote volunteer utilization, and develop resources. Some work can be done remotely.

SALARY:

Depending on licensure and experience; excellent benefits package, including 12 paid holidays; a generous PTO plan (vacation, sick and personal leave); health and dental insurance (95% employee - 70% dependents), disability insurance, malpractice insurance, educational loan assistance, 403b pension plan, bar dues payment, possible eligibility for the Public Service Loan Forgiveness Program, and more.

TO APPLY:

Send cover letter, resume, a writing sample, three (3) professional references and two (2) personal references to: Human Resources lpaniagua@clsaz.org or email documents to infojobs@clsaz.org Attention: Human Resources

CLOSING DATE:

Open Until Filled

COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER