

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
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

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

POSITION: **PRO BONO ATTORNEY COORDINATOR
VOLUNTEER LAWYERS PROGRAM
(MARICOPA COUNTY)**

LOCATION: 305 South Second Avenue
Phoenix, Arizona 85003

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.

DUTIES: The VLP Pro Bono Attorney Coordinator will review and note cases for volunteer interviews, prepare cases for interviews, obtain and send documents to volunteers. Refer consumer, lemon law, housing, bankruptcy, domestic violence family law and other cases to volunteer attorneys. Recruit and train volunteers, and represent VLP at firm presentations, State Bar conventions, meetings and other events.

Responsibilities include tracking referred cases, updating CLS's case management system, following up with volunteers, drafting closing letters, closing cases, planning CLE's for volunteers, building and maintaining relationships with volunteer attorneys and law firms, and staffing cases



*Community Legal Services is committed to eliminating poverty-based inequities in the civil justice system
by providing high-quality legal advice, advocacy and assistance to low-income Arizonans.*



with the Director and staff. The Pro Bono Attorney Coordinator will also support the Director in all areas and overall VLP support, assist with Rule 38 filings, maintain organized records of volunteers and cases, cross-train and cover for others when on leave, seek out professional development training, help to increase community involvement and partnerships, and identify unmet legal needs for the under-served population. Some work can be done remotely.

The ideal candidate will be a team player, hard worker, and critical thinker, who possesses excellent legal analysis and communication skills and will be comfortable speaking to volunteers, clients and co-workers. Any experience with Legal Server and Excel will be helpful, and a plus if they speak Spanish and have a background in consumer cases, adult guardianship cases and family law Domestic Violence cases.

QUALIFICATIONS: This is an excellent opportunity for impactful and rewarding service for an attorney 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. The Pro Bono Attorney Coordinator must be licensed to practice in Arizona or eligible for admission under Arizona Rule Sup. Ct. 38(d). Excellent people skills, team collaboration, as well as verbal and written communication skills are required. The ideal candidate will have experience serving as a pro bono attorney and working in public service or a legal aid law firm.

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:

Lilly Paniagua, Human Resources Administrator
COMMUNITY LEGAL SERVICES
Email documents to infojobs@clsaz.org Attention: Human Resources Administrator

CLOSING DATE: Open Until Filled