



# Legal Services of Northern Virginia

## JOIN OUR TEAM

### PRO BONO COORDINATING ATTORNEY

Legal Services of Northern Virginia (LSNV) is seeking a full-time Pro Bono Coordinating Attorney to join our dedicated team.

This is a full-time senior staff attorney role responsible for organizing and maintaining existing pro bono programs, clinics, and trainings. The Pro Bono Coordinating Attorney will place cases with volunteer attorneys and provide mentorship, develop pro bono recruitment and training materials, coordinate training and recognition events, and develop relationships with pro bono partners. This position may also entail a limited amount of direct representation.

This is a hybrid position which may be based at any of LSNV's offices.

#### Essential Functions

- Pro Bono Recruitment, Retention, and Recognition
  - Maintains and cultivates relationships with volunteer attorneys, law firms, and corporate legal departments.
  - Plans and implements recruitment efforts.
- Pro Bono Training and Mentoring
  - Develops and maintains written training materials in response to changing law and practice.
  - Delivers clinic trainings to pro bono attorneys.
  - Serves as an ongoing mentor for pro bono volunteers.
- Pro Bono Placement
  - Assists LSNV pro bono staff in matching volunteer attorneys with individual pro bono cases.
  - Helps oversee administrative responsibilities with LSNV pro bono staff.
- Data Collection
  - Helps maintain the database of pro bono attorneys and cases.
  - Administers client and pro bono attorney satisfaction surveys.
- Reports to the Pro Bono Managing Attorney.
- Performs other duties as assigned.

#### Qualifications

The ideal candidate will possess working knowledge of several of LSNV's practice areas, including family law, domestic violence, housing, consumer protection, employment, elder law, and veterans benefits. In addition, the candidate should have the following qualifications:

- Juris Doctorate degree and active membership in the Virginia State Bar, with at least five (5) years of post-Juris Doctorate experience or three (3) years of legal aid experience.
- Experience in establishing and maintaining relationships in the community.
- Excellent writing, communication, interpersonal, and organizational skills.

#### Travel

Some travel may be required.

#### Compensation

The salary ranges from \$77,000 to \$103,000 based on years of experience and the legal aid pay scale, plus a stipend.

#### BENEFITS

We are proud to foster a supportive work environment where you can grow both personally and professionally.

Enjoy a comprehensive benefits package that includes premium healthcare insurance, a retirement plan with company contribution, generous leave options (including paid parental leave and monthly wellness leave), a flexible hybrid work model, student loan repayment assistance for attorneys, and more!

#### HOW TO APPLY

Are you ready to make a meaningful impact?

To join our team, please email your cover letter and resume, detailing your interest in the position, to Jim Ferguson, Executive Director, at [hrlsnv@lsnv.org](mailto:hrlsnv@lsnv.org).

Explore other career opportunities with us online at [www.lsnv.org/careers](http://www.lsnv.org/careers).

*LSNV is committed to creating a safe, welcoming, and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race (including traits historically associated with race such as hair texture, hair type, and protective hairstyles), color, religion, national origin, sex, sexual orientation, gender identity, pregnancy (including childbirth or related medical conditions and lactation), age (40 and older), marital status, disability, and military status.*