



## **Position Announcement**

<b>Job Title:</b>	Pro Bono Coordinator
<b>FLSA Classification:</b>	Exempt
<b>Reports To:</b>	Deputy Director of Community Engagement
<b>Supervises:</b>	N/A
<b>Compensation:</b>	\$73,000.00 to \$85,000.00 Annually

Inland Counties Legal Services seeks a Pro Bono Coordinator to join our Community Engagement Team in San Bernardino and Riverside. Inland Counties Legal Services, Inc. is a nonprofit organization providing legal services to low-income persons residing in Riverside and San Bernardino Counties. **ICLS** provides services to seniors and those in the greatest social or economic need. Legal services are provided by attorneys, or paralegals under the direct supervision of an attorney. Levels of service include advice and counsel, limited action (includes negotiations and preparation of legal documents), as well as direct representation before administrative law and civil courts. ICLS provides legal assistance in a variety of areas of law, including Senior Outreach, Consumer, Housing, Family Law, Immigration, Systemic and Impact, Health Law and Public Benefits, Tax and Bankruptcy, and Education. Visit our website at [www.inlandlegal.org](http://www.inlandlegal.org) for more information.

### **Overview of Position**

Work with Deputy Director of Community Engagement to oversee daily operations of pro bono program including the recruitment, retention, and mentorship of volunteers and pro bono attorneys, placement of cases, and recognition of the impact our volunteers have within our community. Responsibilities may also include the coordination of new pro bono initiatives. This position will work to support the goals and operations of the entire organization with a special emphasis on coordinating with the efforts of the development team.

### **Specific Duties and Responsibilities**

1. Collaborate with our program staff to develop pro bono relationships with law firms, corporations, and educational institutions, including meeting regularly with pro bono liaisons and contacts to coordinate recruitment of volunteer attorneys, paralegals, and interpreters.
2. Collaborate with our program staff to place cases and organize training, mentorship, and recognition events.
3. Coordinate work of volunteers, including responding to volunteer inquiries/requests and maintaining regular contact with volunteers regarding the status of their cases.



4. Collect and analyze volunteer data and assist in developing marketing materials.
5. Organize, attend, and supervise community outreach events and legal workshops and clinics.
6. Coordinate new pro bono initiatives, as needed, including the design, implementation and evaluation of initiatives and development of collaborations with community and pro bono allies.
7. Actively collaborate with ICLS's development team to support development and communications activities, including volunteer tracking, appreciation, and recognition and reporting on pro bono statistics and outcomes.
8. Other duties as needed on special projects.

### **Desired Education, Skills, and Experience**

- Significant experience as a practicing attorney (a minimum of five years preferred) and ability to practice law in the State of California;
- Demonstrated commitment to legal services work;
- Demonstrated commitment to race, equity and inclusion;
- Experience working with individuals from diverse communities;
- Demonstrated ability to envision, implement and evaluate new projects;
- Strong project management skills, including organization and ability to multi-task;
- Ability to work independently and as part of a team;
- Ability to supervise staff;
- Ability to lead and collaborate with a broad range of stakeholders;
- Strong oral and written communication skills and the ability to effectively present to a range of audiences;
- Experience mentoring and training attorneys and/or law clerks in limited and full-scope representation;
- Demonstrated understanding of private law firm and corporate pro bono culture;
- Ability to cultivate and develop pro bono relationships;
- Microsoft Word, Outlook, Excel, and Power Point proficiency.

### **How to Apply**

Submit a resume and cover letter to [HRManager@icls.org](mailto:HRManager@icls.org).

Inland Counties Legal Services Is An  
Equal Opportunity Employer  
Women, Minorities and Handicapped Persons Encouraged to Apply