

PRO BONO ADVOCACY COORDINATOR

General Position Description

Prisoners' Legal Services (PLS) is seeking an outstanding full-time Pro Bono Advocacy Coordinator. The candidate will engage and coordinate with the advocacy community, private bar and volunteers to increase civil legal services and legal representation of some of the most vulnerable residents of Massachusetts. Through cultivating and coordinating outreach efforts to the private bar, judiciary and legal community, the coordinator will develop relationships and create efficient systems to increase the provision of civil legal aid to incarcerated people in Massachusetts. The coordinator will also develop support for incarcerated people who represent themselves in legal matters.

Responsibilities

1. Develop, engage and nurture pro bono relationships between law firms and other members of the private bar, and PLS in order to maximize co-counseling and referral capacity;
2. Effectively engage with PLS's leadership team, advocacy staff, the judiciary, law schools, and the private bar to promote use of volunteers to further PLS' advocacy goals and strengthen its capacity to serve clients;
3. With assistance of PLS staff, determine when a case can/should be referred, and write up descriptions of the case to give to potential pro bono attorneys.
4. Create a system to timely screen and refer cases to the private bar; provide support and oversight to ensure timely and effective civil legal services are provided to referred clients;
5. Develop and ensure adherence to program and case handling standards, establish and implement program policies in conjunction with ED and legal team; ensure adherence to funder requirements and the highest professional standards;
6. Create and maintain data systems, measuring impact and quality of referral process and engagement with volunteers and the advocacy and legal communities;
7. Develop a program for pro se support, including informational materials, trainings, and individualized assistance; expand or alter services as needed;
8. Identify and participate in professional development opportunities to develop leadership capacity and expand substantive legal knowledge in order to grow the pro bono program.

Qualifications

1. Admitted in MA or eligible for admission with prior prisoners' rights law, legal aid, and/or litigation experience desirable but not required;
2. Experience with and/or commitment to working with vulnerable or marginalized populations who may have experienced poverty, trauma, incarceration or discrimination;
3. Ability to work independently and as a team member; goal and detail oriented with ability to prioritize required; organizing or leadership experience desirable;
4. Deep and clear commitment to race equity, anti-racism, justice in the workplace and in providing exceptional legal services;
5. Excellent written and verbal communication skills required; tech-savvy and social media literate desirable;
6. Ability to engage effectively in person and remotely with people from diverse cultures, with diverse opinions and values, including with clients, staff, members of all sectors of the legal

community ranging from large law firms to solo practitioners, volunteers, students, community members and funders;

7. Fluency in a second language desirable.

What To Expect When You Join Our Team

You can expect to work with a team of committed and interesting people who have tenacity and are focused on getting the work done because our work is urgent, impactful, and more important than ever. You can count on doing solutions-oriented and policy-driven work. You will have excellent benefits and a great work-life balance. Driving meaningful change is hard work. We strive to value the importance of self-care and also know that you have a life, places to go, and people to see.

Benefits and Salary

This is a full-time position, requiring 35 hours per week. PLS offers a very competitive salary within the legal services field and commensurate with experience. We offer a comprehensive compensation package with 12 paid holidays, a minimum of 16 paid vacation days, 12 sick days, and 4 personal days each year, as well as paid parental and family medical leave benefits and a partially-paid sabbatical every 7 years. We pay 100% of employee premiums for excellent health, vision, and dental benefits plus 100% of the out-of-pocket deductible. We also offer a 401(k) retirement benefit with employer contribution, disability and life insurance, and a student loan repayment assistance program. Flex time or other alternative arrangements considered. PLS is an Equal Opportunity Employer.

How to Apply

Interested applicants should send a cover letter, resume, and two references in a single email to lrydzewski@plsma.org with the subject line "Pro Bono Advocacy Coordinator" as soon as possible. Interviews will take place on a rolling basis until the position is filled. No phone calls or mail inquiries please.

Candidates of color, Bicultural candidates, Bilingual candidates, LGBTQIA+ candidates, candidates who have been directly impacted by the prison industrial complex, and candidates with disabilities are strongly encouraged to apply.