



PRISONERS' LEGAL SERVICES OF MASSACHUSETTS

www.plsma.org

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PLS Managing Attorney Internal Posting

Summary of Position: Reporting to the Director of Litigation, the Managing Attorney is responsible for the day-to-day management, supervision, case oversight, mentorship and operational leadership of PLS's legal/advocacy staff. The Managing Attorney will serve as the direct supervisor for Senior Attorneys to ensure implementation of the strategic plan and goals set by PLS (Prisoners Legal Services). The Managing Attorney will ensure delivery of high-quality, client-centered legal representation and advocacy consistent with the PLS' mission. While actively participating in ongoing litigation and litigation management, the Managing Attorney will work collaboratively with leadership to ensure that litigation and advocacy efforts are strategic, responsive to client needs and aligned with PLS' values of racial equity and justice.

KEY RESPONSIBILITIES

Supervision

- Provides leadership, strategic direction, mentorship and day-to-day supervision to attorneys, including regular supervision meetings with PLS Senior Attorneys to develop workplans and provide guidance, direction and feedback on the full range of their work.
- Provides coaching, mentorship and skills development for attorneys and advocates.
- Assigns Senior Attorneys' supervision and mentoring responsibilities for junior attorneys.
- Performs regular performance reviews of Senior Attorneys (annually and as otherwise needed or required)
- Ensures that new PLS attorneys receive thorough training in PLS policies and procedures.
- Ensures that all PLS attorneys continue professional development through regular litigation training and issue-oriented education programs.
- Ensures adherence to PLS case handling standards, funder requirements and the highest, professional standards.
- Provides technical assistance, legal guidance, and strategic input on complex or urgent matters.
- Reviews pleadings, briefs, motions, correspondence or other legal work products
- Ensures that attorneys are seeking attorneys' fees
- Fosters a collaborative, respectful, and inclusive team culture.



Litigation Management

- Partners with the Litigation Director, to develop, implement and advance the organization's litigation strategy, actively participating in both strategic and operational planning to establish and execute PLS Litigation priorities.
- Partners with the Litigation Director to determine staffing assignments to ensure that each case is appropriately staffed in a way that reflects the individual strengths of PLS attorneys while providing necessary guidance and support.
- Collaborates with PLS Pro Bono counsel to refer appropriate cases to private counsel, furthering PLS's overall strategic goals and strengthening its capacity to serve clients.
- System/policy creation: Works with the Litigation Director to Review, draft and update current and new PLS policies relating to PLS Litigation for approval from the Executive Director and, where appropriate, the Board of Directors and ensures the proper application and administration of such policies.
- Maintains appropriate records/file management and reporting on all PLS litigation.
- Develop and maintain internal systems to support effective case management and information sharing
- Collaborates with the Litigation Director and other senior attorneys to facilitate regular discussions in the office on litigation topics of interest.
- Maintain awareness of relevant legal developments affecting incarcerated individuals.

Litigation

- Serve as a member of the litigation team as necessary, collaborating with PLS staff and external partners as needed on all aspects of litigation including legal research, discovery, depositions, motion practice, selecting and preparing experts, brief writing, trial work, appellate work, amicus briefing, and settlement monitoring
- Provides leadership and resources as needed in complex legal cases.
- Assist in identifying systemic issues and developing appropriate legal responses.

Other responsibilities

- Participates and provides leadership in PLS strategic planning, development of litigation priorities, and other organizational activities.
- Collaborates with the Director of Intake to ensure case selections align with organization priorities and capacity; and ensure responsiveness to client needs.
- Contributes to internal policy development and quality assurance systems
- Pro-actively communicates with PLS's staff and the Board of Directors so that they are well informed of upcoming hearings, judicial decisions, and important litigation developments.
- Participates in PLS committees and project meetings, including internal working groups, as time permits to support staff and ensure consistent organizational strategy.
- Provides advice and guidance to non-PLS lawyers handling cases on behalf of incarcerated individuals.
- Works with the Communication Director to communicate with media and legislators as appropriate to advance PLS's mission and goals in the absence of the Director of Litigation.
- Where requested, participates in public, education, and fundraising events for PLS

- Limited intake responsibilities for particularly complex or challenging client needs that require coordinated or sophisticated responses
- Other duties as assigned by the Litigation Director and Executive Director.

Qualifications:

- Admitted to practice law in Massachusetts and in good standing, and either admission to the federal bar or ability to be admitted to the federal bar within 1 year.
- Although a hybrid schedule may be possible, the position requires availability to be in Boston Monday through Friday as needed.
- Minimum of 8 years of civil litigation experience, of which 5 years must have been in a supervisory capacity
- Demonstrated proficiency in handling complex litigation
- Demonstrated leadership and supervision skills to inspire and motivate staff and foster a positive and inclusive work environment
- Excellent interpersonal and communication skills to convey expectations, provide feedback, and facilitate collaboration among team members. Key areas include conflict resolution and mentorship.
- Strong analytical and problem-solving skills.
- Strong organizational skills with demonstrated ability to meeting deadlines consistently.
- Rough Time Allocation expectations for this position: Direct litigation work: 40%; Supervision: 40%; Intake: 5%; External Relations: 5%; Internal/working groups: 10%

This is a full-time position, requiring 35 hours per week, with a salary range of \$135,000 - \$150,000. Although a hybrid schedule may be possible, the position requires availability to be in Boston Monday through Friday as needed.

We are an equal opportunity employer. BIPOC, LGBTQ+ individuals, formerly incarcerated people and people with disabilities are encouraged to apply.

To apply, please submit a letter expressing your interest, and a current resume, by August 7, 2026 to Sonia Marquez at smarquez@plsma.org.