

Pro Bono Coordinating Attorney- White Plains, NY Legal Services of the Hudson Valley

<http://www.lshv.org>

Job Type: Pro Bono Coordinating Attorney- White Plains Office

Schedule Type: Full-Time

Date: July 12, 2021

About Us

For more than 50 years, Legal Services of the Hudson Valley (LSHV) has been providing free, high-quality legal counsel in civil matters when basic human needs are at stake including: eviction and foreclosure prevention, domestic violence, disability, elder law, healthcare, consumer fraud and more. Our services support almost 600,000 poor and low-income families and individuals who cannot afford an attorney in our seven-county service area. With the gap separating those who can and cannot afford legal representation widening each day, we work to ensure that everyone has equal access to justice, regardless of their ability to pay. As the only provider of comprehensive civil legal services in the lower and mid-Hudson Valley (Westchester, Putnam, Dutchess, Rockland, Orange, Ulster and Sullivan), LSHV is proud to have handled over 12,000 cases impacting nearly 27,500 household members including 10,000 children last year. LSHV is made up of ten offices, and a dedicated and highly skilled staff of attorneys, paralegals and administrative professionals.

Legal Services of the Hudson Valley is proud to be an equal opportunity employer that celebrates our employees' differences. Applicants of diverse race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability and veteran status, are strongly encouraged to apply. Our differences make us better.

Position Description

Legal Services of the Hudson Valley (LSHV), is seeking a Pro Bono Coordinating Attorney based out of our White Plains office. Reporting to the Pro Bono Director, the successful candidate will work with the Director in increasing pro bono involvement throughout the seven counties that comprise LSHV's service area. This will involve responsibility to communicate with law firm and corporate partners, as well as to coordinate pro bono attorney and in-house volunteer activities. The position includes interacting with clients, and to a lesser degree, providing direct legal services to some clients, including litigation.

Responsibilities:

- Assist in program development to increase pro bono activities in the 7 counties of LSHV's service area
- Communicate with law firm and corporate partners on collaborative, pro bono projects
- Coordinate the referral of cases to pro bono attorneys participating in the Volunteer Attorney Program
- Match volunteer attorneys with mentors, where appropriate
- Track the progress of cases referred to pro bono attorneys
- Coordinate activities of in-house volunteers and track volunteer hours
- Oversee the Continuing Legal Education program, as LSHV is an accredited CLE provider
- Oversee the Assigned Counsel Program, a court-established matrimonial pro bono program
- Schedule and coordinate clinics for pro se clients in various legal areas
- Provide legal information and assistance to clients from advice to full representation, where appropriate
- Assist in planning volunteer recognition events
- Participate in outreach events
- Perform administrative duties and other duties, as assigned by supervisor

Qualifications:

- Five or more years' legal experience; member in good standing of the New York State bar
- Ability to communicate effectively with clients, staff and volunteers
- Comfort in interacting with private attorneys, public service attorneys, judges and court personnel, as well as with public speaking
- Ability to work independently as well as collaboratively, with colleagues and members of the communities we serve
- Capacity to establish priorities and achieve results
- Enthusiasm for working with the population who normally would not be able to afford an attorney

- Excellent written and oral communication skills, computer skills and problem-solving skills; attention to detail
- Proficiency in the use of technology to further the mission of the organization
- Comfort with the use of social media
- Interest in working in a fast-paced environment
- Willingness and ability to travel to LSHV's offices and other locations within our catchment area, as needed.

Preferred:

- Spanish fluency is desirable
- Experience and/or interest in matrimonial law and bankruptcy law

Salary: Competitive with excellent benefits

Please apply at our career center by following this link, and include cover letter, writing sample and three references:

[Pro Bono Coordinating Attorney- White Plains, NY - Legal Services of the Hudson Valley](#)

"I treasure the opportunity to work with colleagues whom I respect and admire. It is an honor to work at Legal Services of the Hudson Valley. With every court appearance, every client meeting, every negotiation with opposing counsel, every brief I submit, I take great pride in promoting justice, leveling the playing field for our clients and advocating with every fiber of my being for our clients." LSHV Staff Attorney