



DO JUSTICE, LOVE MERCY, WALK HUMBLY

Pro Bono Director

Reports directly to Jose Escobar, Associate Director, Justice and Mercy Legal Aid Center
Part Time or Full Time (to be determined depending on qualifications, experience, and availability)
Salary: \$45,000-\$55,000 + benefits depending on experience

Job Requirements:

- 5 years of experience in legal arena preferred. Admission to Colorado bar preferred.
- Must have a heart for the underserved, understanding their needs and able to develop meaningful relationships with them.
- Must contact, meet, and develop meaningful relationships with attorneys and other legal professionals.
- Must have a desire to serve and assist those struggling with poverty and oppression.
- Must be a team player with a collaborative style of leadership.
- Must be committed to and willing and able to integrate the JAMLAC vision, mission and values both personally and professionally.
- Must have experience working with the legal community.
- Must be professional in demeanor and appearance.
- Must be an effective and confident communicator.
- Must be a creative, inspiring and visionary leader who consistently meets goals.

Core Responsibilities:

- Act as a liaison between JAMLAC and Volunteer Attorneys and the Legal Community.
- Develop system and pipeline for volunteer attorneys to provide *pro bono* representation in various fields of law for low-income families.
- Develop and expand relationship with the Christian Legal Society.
- Develop and expand relationship with Catholic Lawyers Guild.
- Develop relationships with other Christian Lawyer Organizations.
- Meet with law firms, explain JAMLAC's program, develop and steward relationships, and solicit them to take *pro bono* cases or participate in other volunteer opportunities.
- Be the liaison for all volunteers (in-house, *pro bono* and interns).
- Train volunteers as needed (large group and/or one-on-one) and organize CLE trainings.
- Mentor and Manage volunteer attorneys.
- Manage JAMLAC's intern program. Develop application process; network and develop consistent flow of communication with the local Law Schools.
- Communicate with partnering organizations to inform them of our expanding services.

913 Wyandot Street
Denver, CO 80204
Phone: 303.839.1008
Fax: 303.595.5278
www.JAMLAC.org

- Provide articles and input for JAMLAC monthly newsletter.
- Work with JAMLAC's Director of Development to create online information and portal for volunteers and clients.
- Initiate, track, manage and follow up with *pro bono* attorney and clients throughout their case.
- Conduct quarterly evaluation of new volunteer program to make changes and increase impact.
- Develop and implement process to gather feedback from volunteers and clients (via survey or other method) regarding their experience serving/getting service with JAMLAC. Conduct post-case surveys from client and volunteer attorney.
- Increase awareness of JAMLAC's volunteer opportunities and clinics.
- Provide presentations at Law Firms and to other attorney groups.

Grant Management and Development Responsibilities:

- Serve as point person for tracking and reporting data related to volunteers, including but not limited to number of volunteers, hours served, number of clients served and approximate value of service.
- Maintain an up-to-date volunteer contact list with each volunteer's name, phone number, and email address.
- Collaborate with Director of Development to strategize and explore opportunities for volunteers/firms to support JAMLAC financially.

Other Responsibilities:

- Attend JAMLAC staff meetings and other staff retreats/meetings as appropriate.
- Meet regularly and build positive relationships with JAMLAC's staff.
- Learn and maintain JAMLAC's systems of operation and work to improve office procedures where appropriate.
- Actively engage with and energize JAMLAC volunteers, Board Members, and partner organizations as assigned by JAMLAC Director.
- Attend meetings and trainings to gain knowledge in volunteer coordination and/or legal support.
- Speak at community and church functions as appropriate.
- Participate in JAMLAC team building activities.