



**D.C. BAR PRO BONO CENTER
MANAGING ATTORNEY
POSITION DESCRIPTION**

The D.C. Bar Pro Bono Center (PBC) has an opening for a Managing Attorney. The Managing Attorney (MA) plans and oversees legal clinics and other projects for the PBC to deliver pro bono legal information, advice and representation to low-income individuals in the District of Columbia. The position requires substantive experience in housing law. The MA reports to the Assistant Director, D.C. Bar Pro Bono Center (AD-PBC).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises the Housing Initiative Attorney and the Pro Bono Center's role in the Housing Right to Counsel Project and D.C. Right to Housing Initiative. Supervises and provides coaching and mentoring to volunteers, paralegals, law students, temporary employees and interns. Co-supervises the Senior Administrative Assistant
2. Plans, administers and oversees the Landlord Tenant Resource Center, the Probate Resource Center and other PBC projects that deliver pro bono and pro se legal services to include: providing on-site supervision and/or substantive support to volunteers, overseeing all aspects of administration and operation of clinic programs, designing and implementing service delivery models to address unmet legal needs, planning and preparing volunteer trainings and materials, recruiting trainers and mentors, serving as a resource for volunteer attorneys and evaluating effectiveness and continued relevance of each delivery model.
3. Collaborates with other Managing Attorneys to support the Consumer Law Resource Center, Advocacy & Justice Clinic, Advice & Referral Clinic, other clinics and projects to include: providing on-site supervision and/or support to volunteer lawyers and legal assistants, assisting with recruitment and recognition of volunteers, maintaining records and quality control systems, coordinating periodic training sessions for volunteers, preparing training materials, identifying needs for and developing pro se materials and preparing project evaluations and reports.
4. Identifies court practices and procedures impacting unrepresented litigants in Landlord Tenant Court, Small Claims Court and the Civil Actions Branch and assists in developing and presenting recommendations for improvements and for new services.
5. Plans, administers and oversees pro se assistance activities, including developing pro se material, using technology to deliver services, serving as a resource on issues related to other delivery models and providing bimonthly information seminars to landlords.
6. Staffs and provides legal support to committees to identify emerging issues, develop recommendations and design and implement new programs and projects to address those needs.



7. Serves as a convener and a resource for pro bono and public interest advocates.
8. As part of a team, assists in recruiting volunteer attorneys, organizations, and law firms to participate in clinics and provide pro bono legal services through the PBC and other legal services providers.
9. Provides substantive and programmatic support for clinics and special projects as emerging needs of the PBC require.
10. Assists in representing the PBC with the courts, administrative agencies, the private bar and other legal services providers and community-based organizations.
11. Helps draft and develop proposals, budgets and other fundraising materials.
12. Drafts reports, articles, memoranda, publications and resource materials.

OTHER DUTIES AND RESPONSIBILITIES

1. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. A J.D. from an ABA accredited law school. A minimum of at least five years related professional work experience in positions of increasing responsibility.
2. An active member of the D.C. Bar.
3. A minimum of three years of active practice in D.C., including experience handling housing and/or consumer law matters. Experience with a legal services organization that provides legal services to indigent individuals preferred.
4. Relevant direct supervisory experience required. Experience developing and administering programs.
5. Experience working with volunteers preferred.
6. Strong written and verbal communication skills.
7. Ability to work well with Bar officers, Bar Communities volunteers, other staff and the public, and must be able to work well with minimal supervision.
8. Ability to handle and maintain the confidentiality of sensitive information.



ADDITIONAL INFORMATION

Under the Bar's compensation structure, this position is in the Legal Job Family at the Manager/Lead Specialist Level. This is an exempt position. Salary is commensurate with experience. The D.C. Bar has an excellent benefit package.

This is not an attempt to list all essential functions of this position. It is recognized that job duties may change over time, based on the Pro Bono Center's needs.

The D.C. Bar Pro Bono Center is an Equal Opportunity Employer.

Interested individuals must submit a cover letter with salary requirements and resume to:
<https://workforcenow.adp.com/jobs/apply/posting.html?client=dcbapl6>.