



**CHRISTIAN**  
— LEGAL AID  
OF THE DISTRICT OF COLUMBIA

## Position Announcement – Pro Bono Director

### **About Us:**

Christian Legal Aid of DC (“CLADC”) is seeking to hire a Pro Bono Director, beginning as soon as possible. CLADC exists to provide access to justice with the love of Christ. Our team mobilizes volunteer attorneys and law students to provide free legal services to our neighbors in the Washington, DC area who cannot afford to hire an attorney, and as a result, do not have equal access to justice. In everything we do, we aim to point to Jesus as our ultimate hope and we root our services in prayer for our clients, volunteers, and city.

CLADC conducts monthly legal aid clinics online and provides on-site legal services at partner locations in Washington, DC. Volunteers and staff offer advice, brief services, and representation in housing, probate, estate planning, criminal record sealing, and Social Security matters.

### **Why you should apply:**

If you are excited about building relationships and community, praying with and for others, and pursuing justice with a collaborative team in a flexible work setting, you could be an excellent fit for this position.

### **Position Description & Duties:**

The Pro Bono Director will focus on expanding access to justice by equipping our volunteer network to provide compassionate, high quality legal services. As such, the Director should be committed to Christ, passionate about serving others, and find joy in encouraging, mentoring, and coaching volunteers to meet the legal needs of Washington, DC residents living in poverty.

The primary duties of the Pro Bono Director include:

- *Christ-like example.* The Pro Bono Director, relying on his or her faith and relationship with Jesus Christ, should endeavor to be an example to the volunteers and other staff of loving our neighbors in poverty and assisting them with their legal and spiritual needs.
- *Volunteer engagement and development.* The Pro Bono Director will develop and implement plans to strengthen our network of volunteer attorneys and law students in order to deliver high quality legal services and a supported, meaningful experience for volunteers. Activities include, but are not limited to:

- recruiting new volunteers;
  - leading orientation and onboarding for new volunteers;
  - developing educational materials and training sessions for existing volunteers;
  - leveraging educational opportunities from legal aid partners;
  - and mentoring CLADC's volunteer attorneys as they provide legal services in our core practice areas.
- *Clinics.* With support from the Executive Director, staff, and clinic directors, the Pro Bono Director will lead CLADC's legal aid clinics. This includes:
    - attending agreed upon weekend clinic dates and conducting client interviews, or being available to answer questions for volunteers who conduct interviews;
    - ensuring the data from the clinics (e.g., client and volunteer attendance, etc.) is recorded and preserved properly in CLADC's case management system;
    - placing cases with volunteer attorneys from the CLADC network and/or referring to other service providers as appropriate; and
    - regularly assessing and improving the quality of the clinics.
  - *Case management.* The Pro Bono Director, with support from staff and volunteers, will place eligible cases with volunteer attorneys within the CLADC network and oversee the status and outcomes of these cases, providing support to volunteer attorneys as needed. With support from staff and volunteers, the Pro Bono Director will also be responsible for maintaining legal services data in CLADC's case management system.
  - *Legal partnerships.* Along with the Executive Director, the Pro Bono Director will cultivate and maintain relationships with other legal and non-legal service providers and organizations to improve the quality and quantity of CLADC's legal services.
  - *Legal expertise.* The Pro Bono Director will develop and/or maintain competence in at least two of the following practice areas: housing, probate, estate planning, Social Security benefits, or criminal record sealing matters, and a familiarity with practice areas outside the Director's expertise but relevant to CLADC's work.
  - *Organizational Support.* The Pro Bono Director will support CLADC's annual events and fundraising efforts led by the Executive Director, and other activities as may be reasonably determined by the Executive Director.

## **Requirements & Qualifications**

A commitment to Christ in all that we do is essential to the fulfillment of CLADC's mission. In your cover letter, please include a brief description of your faith and how this impacts your decision to apply for this position.

Candidates who are passionate about our mission and the duties described, are eager to learn, and have demonstrated legal acumen should apply even if they do not have all of the preferred experience.

Additional requirements include:

- Mature, orthodox Christian faith as defined by the Apostle's Creed;
- At least five years of experience working in a legal services or law firm setting;
- Experience in at least one or two areas of public interest law (e.g., housing, probate, estate planning, criminal record sealing, and Social Security benefits) preferred;
- A commitment to serving clients with lower incomes;
- Strong leadership, organization, and communication skills;
- Self-starter with strong initiative;
- Success working in a small, collaborative team; and
- Membership or current eligibility for membership with the DC Bar.

### ***Salary and Benefits***

- Competitive salary commensurate with relevant experience;
- Eligibility for annual bonuses;
- Healthcare coverage;
- Remote work option and flexible hours;
- Support for professional development; and
- Paid federal holidays, vacation, personal, and sick leave.

### ***To Apply***

Applications will be accepted on a rolling basis and candidates are encouraged to apply as soon as possible. Submit a cover letter, resume, and list of three references (including one pastoral reference) via email to:

Whitney King  
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Christian Legal Aid of DC  
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