

# NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

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## Part-Time Volunteer Attorney

### **About the Organization:**

The National Law Center on Homelessness & Poverty (the “Law Center”) is the only national legal advocacy organization dedicated solely to using the power of the law to end and prevent homelessness in the United States. Partnering with pro bono attorneys, we bring high impact litigation, lead and support federal, state and local advocacy campaigns, and educate providers, advocates and the public. Our work creates homes and communities for people experiencing homelessness, improves access to housing for domestic violence survivors and their children, secures education rights for children experiencing homelessness, and protects human rights and dignity by striking down laws that criminalize homelessness.

A not-for-profit organization based in Washington, DC, the Law Center operates with an annual budget of some \$1.2 million raised through law firm contributions, individual donations, foundation grants, and corporate sponsorships; it plans to grow this budget over the next three years. The organization marshals an additional \$4 to \$6 million in donated legal services each year.

### **About the Position:**

The Law Center seeks a part time volunteer attorney to help develop, maintain, and oversee pro bono legal projects. The Law Center has a strong network of major law firms, corporate partners, and law schools that donate significant legal resources to the Law Center each year. The projects range from small research projects, to drafting regulatory comments or amicus briefs, to litigation. The part time Volunteer Attorney will help administer this large pro bono program, recruit and train pro bono attorneys, and supervise some legal projects.

Telework may be a possibility for the right candidate.

### **Responsibilities of the part time Volunteer Attorney may include, but are not limited to:**

- Write and compile pro bono projects and send to the Law Center’s list of pro bono partners;
- Match projects with partners through strategic outreach;
- Recruit, foster, and help manage relationships with law firms and corporate counsel in coordination with other staff;
- Plan half-day or full-day pro bono volunteer events every 3-6 months;
- Develop and maintain updated guidance and training materials; and
- Assist in office operations, including data entry and maintenance of reports related to pro bono partners and projects.

### **Minimum qualifications:**

- Admission to practice law;
- Experience in the practice of law; and
- Available 15-25 hours per week.

**An ideal candidate would have some or all of the following qualifications:**

- An interest in a long term commitment, such as 12 months or longer;
- At least some experience in public interest law related to civil rights and/or poverty;
- Ability to be an effective representative of the Law Center in a variety of professional settings, including private law firms and corporate legal departments;
- Supervisory, volunteer management, and mentoring experience, preferably in a legal setting;
- An understanding of the private law firm and corporate pro bono culture;
- Existing contacts at private law firms and corporate in-house legal departments;
- Excellent oral and written communication skills;
- Excellent professional judgment; and
- Ability to work independently and collaboratively in a collegial, small team environment.

**How to Apply:**

Please send a cover letter and resume to [HR@nlchp.org](mailto:HR@nlchp.org) with “Volunteer Attorney” in the subject line. Applications will be reviewed on a rolling basis.

The Law Center is an equal opportunity and affirmative action employer. Racial, ethnic, religious, and sexual minorities and persons with disabilities are encouraged to apply.