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## JOB NOTICE

### Pro Bono Specialist

Full-time Position Available

Posted: January 2022 Open Until Filled

Charlotte Center for Legal Advocacy, non-profit agency that provides legal assistance in civil matters to low-income persons in Charlotte and Western North Carolina, seeks a full-time Pro Bono Specialist to lead the Mecklenburg County Access to Justice Pro Bono Partners Program, effective immediately. The Program is a nationally recognized model and innovator in recruiting and engaging private lawyers in the provision of legal assistance to low-income people, in partnership with a staff legal services program. The Center and its Pro Bono Program enjoy the broad participation and support from lawyers in private law firms, corporate legal departments, and other settings.

The position is responsible for recruiting and supporting attorney volunteers and Pro Bono Projects for both the Advocacy Center and for the Legal Aid of North Carolina (LANC) Charlotte office through the Access to Justice Pro Bono Partners Program, and for recruiting and coordinating non-attorney volunteers for the Advocacy Center. More information about the Advocacy Center can be found on its web page, [www.charlottelegaladvocacy.org](http://www.charlottelegaladvocacy.org).

#### Pro Bono Specialist will:

- Recruit, train, support and retain Pro Bono and non-attorney volunteers;
- Lead and support Advocacy Center staff in development and maintenance of projects utilizing pro bono and non-attorney volunteers;
- Coordinate and provide support to non-attorney volunteers;
- Coordinate CLE and other training with staff, law firm, corporate and non-attorney partners;
- Maintain robust communication and relationship building between Advocacy Center and pro bono/volunteer partners and coordinators through semi-annual roundtable events, pro bono newsletter and update practices, website content and project marketing materials;
- Monitor and assess Pro Bono, volunteer and projects and case data for the Advocacy Center to be used in program evaluation;
- Use case management system to track and report on Pro Bono volunteers, cases events and projects;
- Development and pro bono project management and best practices;
- Lead volunteer recognition, awards and appreciation programs working with relevant Advocacy Center staff.
- Other tasks as assigned.

#### Qualifications

- Experience working with the legal community preferred but not required;
- law degree, college degree, paralegal certification or equivalent experience;
- commitment to working with low-income people;
- proficiency in oral and written communication;

- project planning and management ability;
- strong interpersonal, relationship and collaborative skills
- self-motivated and dependable;
- proficiency in Word, Excel, PowerPoint and data management software

**Start Date**

Position available beginning immediately.

**Classification**

The position is classified as Exempt on the Charlotte Center for Legal Advocacy salary scales. Full time, annual salary depending on experience; generous leave and benefits.

**To Apply send all of the following:**

- a detailed letter explaining your qualifications for and interest in this specific position and organization, describe qualifications for this position
- a resume;
- a writing sample; and
- names and telephone numbers of three references to: Administrative Manager, Charlotte Center for Legal Advocacy, by email to [careers@charlottelegaladvocacy.org](mailto:careers@charlottelegaladvocacy.org) or by mail to PO Box 25558 Charlotte, North Carolina 28229, *email is preferred*. Form letters and inquiries not containing this information *will not be considered*.

***Charlotte Center for Legal Advocacy is an equal opportunity employer.  
Veterans, women, minorities, and disabled persons are encouraged to apply.***