



**charlotte center
for legal advocacy**

justice lives here.

5535 Albemarle Road
Charlotte, NC 28212
Telephone: (704) 376-1600
Fax: (704) 376-8627

Managing Attorney, Community Empowerment Project

Full Time

WHO WE ARE:

Charlotte Center for Legal Advocacy, a non-profit agency that provides free legal assistance in civil matters to low-income persons in Charlotte and Western North Carolina, seeks a dynamic individual for the role of Managing Attorney, Community Empowerment Project to support the Advocacy Center's programs. More information about the Advocacy Center can be found at our website: www.CharlotteLegalAdvocacy.org.

ROLE:

The Managing Attorney, Community Empowerment Project is responsible for overseeing and coordinating the provision of legal services to individuals or organizations in need, ensuring the highest quality of client representation in all areas of Community Economic Development, including but not limited to expunctions, drivers' license restoration, property tax education and assistance, and other re-entry areas. The Managing Attorney works closely with the Pro Bono Department to organize, train and work with volunteer attorneys to assist with re-entry work. The Managing Attorney for the Community Empowerment Project ensures that vulnerable individuals and organizations receive essential legal assistance and that cases are effectively assigned and handled.

SUPERVISORY RESPONSIBILITIES:

- Recruits, interviews, hires, and trains staff for the Community Empowerment Project in conjunction with the Chief of Legal Affairs.
- Supervision of a paralegal, attorney and, occasionally, an intern or fellow.
- Conduct regular check-ins, case reviews, performance valuations, and feedback sessions.
- Manage resources, budgets, and grant application to support Community Empowerment initiatives.

RESPONSIBILITIES:

Expunctions

- Read criminal records to determine client eligibility for North Carolina expunctions, certificates of relief, and motions for appropriate relief.
- Draft and file petitions for expunction of client criminal records
- Appear in district or superior court as need to get expunction and certificate of relief petitions signed.

Driver's License Restoration:

- Read driving records and advice letters to determine eligibility for reinstatement of North Carolina driver's license.
- Negotiate with assistant district attorneys (ADA) in relevant counties regarding failures to appear and failures to pay.
- Appear in court to act on the negotiated terms of the negotiations with the ADA and to move for motions to remit court costs and fees associated with failures to pay.
- Interview clients to fill out motions to remit court costs and fees and witnesses for DMV hearings.
- Prepare for and attend DMV hearings

Property Tax Relief:

- Give presentations on property tax relief exemptions offered by the state of North Carolina.
- Coordinate and collaborate with the county assessor's office in obtaining client information regarding their property.
- Assess clients for eligibility for property tax exemptions over the telephone and in person.
- Conduct virtual and in-person clinics to assist clients in filling out property tax exemption applications and preparing supporting documentation.

Community Outreach, Community Presentations, Training & Collaboration:

- Collaborate with community and non-profit stakeholders to identify legal needs and develop pro bono opportunities and to support individual casework assigned to pro bono attorneys.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Juris Doctor (JD) degree and active membership in the NC state bar.
- Several years of legal practice experience, with a strong background in relevant areas of law.
- Experience managing legal teams or projects.
- Commitment to and passion for pro bono and public interest work.
- Strong communication, leadership, and organizational skills.
- Ability to collaborate and build relationships with diverse stakeholders.
- Proficiency in legal research, analysis, and writing.
- Knowledge of relevant laws and regulations affecting underserved communities.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Office Suite or related software.

WORK SCHEDULE:

Charlotte Center for Legal Advocacy supports a hybrid work schedule with core work hours, Monday - Friday, 8:30 am - 5:00 pm.

SALARY:

This position is a full-time salary, exempt position. The annual salary range begins at \$69,600.00 and may vary depending upon experience and skills.

REPORTS TO:

Chief of Legal Affairs

BENEFITS:

The Charlotte Center for Legal Advocacy offers a generous leave and benefits package, including medical, dental, and vision coverage at 100% for employees, 22 paid days of General Leave, 12 paid holidays, and 100% employer-paid professional liability.

REASONABLE ACCOMMODATION:

Charlotte Center for Legal Advocacy (CCLA) is committed to the full inclusion of all qualified individuals. As part of this commitment, it is the policy of CCLA to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Julia Lanham at julia.lanham@charlottelegaladvocacy.org.

EQUAL OPPORTUNITY EMPLOYER:

Charlotte Center for Legal Advocacy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of reemployment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

APPLY:

Applicants should send a resume and cover letter to careers@charlottelegaladvocacy.org. Please note the position for which you are applying in the subject line.