



**charlotte center
for legal advocacy**

justice lives here.

5535 Albemarle Road
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Veterans Law Project Staff Attorney

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 the Charlotte region, seeks a staff attorney to join its Veterans Law Project for an exciting opportunity to have a profound, positive impact on veterans in the Charlotte-Mecklenburg area through individual representation and broader advocacy work. More information about the Advocacy Center may be found on our website: www.CharlotteLegalAdvocacy.org.

ROLE:

The Veterans Law Project Staff Attorney will assist veterans who are homeless or experiencing housing instability with a variety of legal matters that cause obstacles to housing and economic stability. The Veterans Law Project Staff Attorney represents veterans with a variety of legal services as well as collaborations with community partners and veteran services organizations. The staff attorney will be responsible for assisting with civil legal matters such as public benefits; eviction defense; health insurance access; disability rights; consumer law; housing; end-of-life planning; tax matters; discharge upgrades; expunctions; and drivers' license restoration work. The attorney will also engage in community outreach and education.

RESPONSIBILITIES:

- Interview and counsel clients, providing referrals, advice, and brief service, or representation in a variety of civil legal matters including eviction defense; expunctions; drivers' license restoration; homeownership issues; consumer law; access to appropriate support services; end-of-life planning; tax issues; discharge upgrades; and public benefit and health insurance.
- Work with pro bono volunteers in a clinical setting, conduct regular outreach and community education for clients, and work with community service partners to identify the civil legal needs of veterans.
- Engage in advocacy work through our community partners, when appropriate.
- Collaborate with Veterans' organizations including the Department of Veterans Affairs, Veterans Bridge Home, Vet Centers for combat veterans, homeless shelters, county

VSOs, and Stand Downs for homeless Veterans.

- Assist the Chief Executive Officer and Chief Advancement Officer with organizational fundraising activities as needed, assist in planning and conducting fundraising activities related to the program.

KNOWLEDGE AND SKILL REQUIREMENTS:

A North Carolina bar license and at least one year of legal experience are required. Applicants must be motivated, self-directed, have a strong work ethic, keen attention to detail, and possess excellent legal writing and oral advocacy skills. Good communication and listening skills, the ability to work on a team and alone, adaptability, flexibility, a proven ability to develop rapport and trust with clients, eagerness to learn and openness to evaluation, and an appreciation of diversity are required. VA accreditation; previous experience with military discharge boards; previous work with low-income populations, people with serious health conditions, and volunteers; a demonstrated commitment to public service; participation in law school clinics and trial advocacy courses; and knowledge of housing and poverty law are preferred. Prior military service and proficiency in languages other than English are highly valued.

WORK SCHEDULE:

Charlotte Center for Legal Advocacy supports a hybrid work schedule with core work hours, Monday – Friday, 8:30 am – 5:00 pm. Hybrid work schedules are subject to management approval and a probationary employment period.

SALARY:

This position is a full-time, salary-exempt position. The annual salary range begins at \$59,483, with an upward adjustment depending upon experience. Salaries increase annually based on a salary scale.

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 increasing proportionately with tenure; 15 paid holidays and 100% employer-paid professional liability. Charlotte Center for Legal Advocacy also offers parental leave; life insurance; long and short-term disability insurance; a salary reduction option for a flexible spending account or health savings account; and North Carolina and Mecklenburg County Bar Dues in addition to opportunities for continuing legal education.

TO APPLY:

Submit a cover letter; resume; writing sample (advice letter, legal memorandum or brief); and the names, phone numbers and e-mail addresses of three professional references (preferably individuals who have supervised or managed your work) to careers@charlottelegaladvocacy.org. Please note the position for which you are applying in the subject line.

Charlotte Center for Legal Advocacy considers all qualified applicants for employment without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, or any other legally protected status.

Admission Deadline: **March 1, 2024**