



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

Consumer Protection Staff Attorney

Full-Time

WHO WE ARE:

Charlotte Center for Legal Advocacy, a nonprofit provider of civil legal assistance to low-income persons in the Charlotte region, seeks a Staff Attorney for its Consumer Protection Program which includes the Veterans Legal Services Project and Community Empowerment Project. This is an exciting opportunity to have a profound positive impact on consumers and veterans in the Charlotte Mecklenburg community through individual representation and broader advocacy work. More information about the Advocacy Center can be found on our website: www.CharlotteLegalAdvocacy.org.

ROLE:

The Consumer Protection Staff Attorney will provide comprehensive legal services, advocacy and representation to individuals living with low income as well as collaborations with community partners and consumer and veterans' organizations. Clients who are experiencing homelessness or housing instability will be prioritized. The staff attorney will assist with a variety of civil legal matters that cause obstacles to housing and economic stability. Case types will include eviction defense; foreclosure defense; home ownership and title issues; general consumer matters; housing; discharge upgrades; expunctions; and drivers' license restoration work. The attorney will also engage in community outreach and education, provide outreach and community legal education, participate in community events, and assist partner agencies by serving the needs of clients and engaging in systemic advocacy projects and activities.

RESPONSIBILITIES:

- Provide direct legal representation to Advocacy Center clients and mentoring to pro bono attorneys, including all ordinary functions of legal counsel
- Duties would include but not be limited to legal research and formulating the legal strategy for cases:
 - Conducting client interviews; appearing in federal courts, state courts and/or state agencies and drafting and filing court pleadings
 - Counseling clients, providing referrals, advice and brief service, or

representation, as appropriate

- Work with pro bono volunteers in a clinic setting, conduct regular outreach and community education for clients, and work with community service partners to identify the civil legal needs of veterans and consumers
- Engage in advocacy work through our community partners, where appropriate
- Monitor the progress and outcomes of funded projects and provide regular reports to stakeholders
- Track and manage grant-related documentation, including contracts, agreements and reporting requirements
- Conduct regular reviews and evaluations of grant-funded programs to assess effectiveness and impact

KNOWLEDGE AND SKILL REQUIREMENTS:

- A North Carolina bar license or eligibility for the next bar exam
- Applicants must be motivated, self-directed, have a strong work ethic, and possess excellent legal writing and oral advocacy skills
- Good communication and listening skills, the ability to work on a team and alone, adaptability, eagerness to learn and openness to evaluation, and an appreciation of diversity are required
- Previous work with low-income populations, disabled and elderly clients and volunteers; a demonstrated commitment to public service; participation in law school clinics and trial advocacy courses; and knowledge of consumer or poverty law are preferred
- Proficiency in languages other than English is 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.

SALARY:

This position is a full-time, salary-exempt position. The annual salary range begins at \$57,645 and may vary depending upon experience and skills.

REPORTS TO:

The Consumer Protection Staff Attorney will report to Director of the Consumer Protection Program.

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, at least 12 paid holidays, and 100% employer-paid professional liability.

TO APPLY:

Applicants should send a resume and cover letter along with a detailed letter explaining their qualifications for and interest in this specific position and the Advocacy Center, describe qualifications for this program, experience working with marginalized populations, any language proficiency, and other relevant information.

Include the names and telephone numbers or email addresses of three (3) references.

Submit a cover letter and resume 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.