



1431 Elizabeth Avenue, Charlotte, NC 28204
Telephone: 704.971.2622 ♦ Fax: 704.376.8627
www.lssp.org

Kenneth L Schorr ♦ Executive Director
kens@lssp.org ♦ direct dial 704.971.2592

Pro Bono Coordinator

Posted January 4, 2010-- Open Until Filled

Legal Services of Southern Piedmont (LSSP) seeks a Pro Bono Coordinator in conjunction with the Charlotte office of Legal Aid of North Carolina (LANC). LSSP provides aggressive civil legal assistance to and legal advocacy for low-income persons in the Charlotte region. LANC is a statewide agency providing legal assistance to low-income persons in a general range of civil matters. LSSP is a collaborative partner with LANC, state and local bar organizations, and other human services agencies in Mecklenburg County. More information about LSSP and LANC can be found on our respective websites: www.lssp.org and www.legalaidnc.org.

The Pro Bono Coordinator:

- Works closely with LSSP and LANC program directors, advocates and other staff;
- Is responsible for the overall operation of LSSP and LANC Charlotte office volunteer attorney programs, including recruiting volunteers; assigning and tracking cases; coordinating staff support and training for volunteers; maintaining quality control system; and coordinating the staff and volunteer components of the program;
- Focuses on connecting volunteer attorneys willing to provide pro bono assistance with low-income clients in need of legal assistance; and
- Works directly with LSSP and LANC client intake systems and with volunteer attorneys, matching volunteer attorneys to clients and coordinating support for the volunteer attorneys on specific cases.

Requires commitment to LSSP and LANC missions; specific interest in volunteer recruitment and volunteer program management; proficiency in oral and written communication and database management; self-motivated, creative, organized and dependable. Experience or training in volunteer programs is helpful but not required. Salary range \$27,000 + depending on experience with generous leave and benefits.

To apply, send (1) a detailed letter explaining *your qualifications for and your interest in this specific organization and position*; (2) a resume; (3) examples of your professional or academic writing; (4) the names and telephone numbers of three references; and (5) other relevant information to: Kenneth Schorr, Executive Director, Legal Services of Southern Piedmont, by email to kens@lssp.org.

LSSP is an equal opportunity employer.

Women, minorities, disabled and multi-lingual persons are encouraged to apply.