**PRO BONO COORDINATOR**

**JOB DESCRIPTION**  
  
Disability Rights Maryland (DRM) seeks a full or part-time Pro Bono Coordinator to direct and expand DRM’s pro bono attorney referral program. With supervision and collaboration from DRM teams, the Pro Bono Coordinator will manage a program that places disability related legal matters in areas where DRM focuses its advocacy work. The Pro Bono Coordinator will recruit new volunteer attorneys, coordinate training, and ensure the provision of ongoing technical assistance to support the client representation. The ideal candidate will share DRM’s values and commitment to the fundamental rights of individuals with disabilities to participate fully in community life.   
  
**JOB RESPONSIBILITIES**  
Recruit volunteer attorneys to handle disability related matters in areas where DRM focuses its advocacy work found in DRM’s annual Advocacy Services Plan.

Coordinate training of volunteer attorneys to ensure they have the skills and tools to provide successful representation to families seeking needed services.

Manage the pro bono referral process, including reviewing new intakes, identifying potential volunteer attorneys, and communicating directly with the client and volunteer attorney to ensure that the referral is made expeditiously.

Manage intake and case handling in conformity with DRM priorities, policies and case management procedures; applicable professional standards and best practices; legal, ethical and other requirements.

Collect and manage data related to pro bono case referrals and ensure compliance with DRM grant requirements.

Provide technical assistance to pro bono attorneys or coordinate technical assistance from other DRM staff to ensure that pro bono attorneys provide high quality representation and have the best chance for a positive outcome for the client.

Prepare and/or assist in the development of pro bono training materials. This may include the delivery of presentations and workshops on subjects pertinent to the rights of people with disabilities.    
  
Adhere to DRM policies, practices and case management procedures in the execution of job responsibilities. Understand the requirements of any federal, state, or private funding sources related to assigned work. Competently utilize database to track cases.  
  
Participate in professional development.

**MINIMUM QUALIFICATIONS**  
  
J. D. degree from an accredited law school.

Licensed to practice law in Maryland or eligible for Admission Without Examination Experienced Out-of-State Attorneys, Rule MD 19-215.

Ability to establish and maintain effective working relationships and collaborate with colleagues in a team environment.

Demonstrated ability to work independently and collaboratively, successfully manage multiple work priorities, and work well under deadline pressures.   
  
Experience working with and/or sensitivity to persons with disabilities and from multi-ethnic communities.

Demonstrated ability to exercise sound independent judgment in the handling of cases and all other advocacy activities.

Computer literacy and proficiency with Microsoft Office Suite.  
  
Ability to travel within the State of Maryland.  
  
Strong commitment to DRM’s core mission of ensuring the rights of people with disabilities to self-determination, equality of opportunity, due process, freedom from discrimination and harm, and to participate in community life, with access to support and meaningful choices.  
  
Willingness to work occasional evenings and/or weekends.

**OTHER HELPFUL QUALIFICATIONS**Experience with disability and/or education related issues. Knowledge of special education and/or Medicaid preferred.

Ability to communicate in ASL, Spanish or another non-English language. Fluency in Spanish is a strong plus.

Experience working directly with or providing direct representation to DRM client populations.

Experience working in a public interest or legal services office.  
  
Life experience with disability.  
  
Individuals with disabilities, people of color, LGBTQ individuals and others who contribute to staff diversity are especially encouraged to apply. DRM is an Equal Opportunity employer.  
**AGENCY DESCRIPTION**  
  
Disability Rights Maryland (DRM), formerly known as the Maryland Disability Law Center (MDLC), a nonprofit legal advocacy organization, is the designated Protection & Advocacy agency for Maryland, mandated under federal law to advance the rights of people with all types of disabilities, of all ages.

*DRM is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, gender, sexual orientation, gender identity, national origin, and veteran or disability status.*

**Send cover letter with salary requirements, resume, writing sample and references to:**  
Disability Rights Maryland

ATTN: Pro Bono Coordinator

1500 Union Avenue, Suite 2000

Baltimore, MD 21211

Via email with “Pro Bono Coordinator position” in the subject line to: [jobs@disabilityrightsmd.org](mailto:jobs@disabilityrightsmd.org).

Position is open until filled. Priority consideration will be given to applications received by May 15, 2020.