**Volunteer Lawyers Birmingham** seeks to hire a **Staff Attorney with** proven domestic relations legal experience coupled with the unique ability to manage programming to help low-income clients with civil legal issues and the capacity to inspire attorney volunteers to fight for our clients’ equal justice.

**Volunteer Lawyers Birmingham (VLB)** is a corps of attorney volunteers coordinated by a professional staff driven to improve access to justice. VLB is the only non-profit in the state of Alabama that provides immediate access to free high-quality attorneys so low-income families can obtain critically needed legal services.

***Snapshot of Roles & Responsibilities for the Staff Attorney include:***

* Organizes, coordinates and manages between 8 and 12 legal Help Desks a month including the weekly Domestic Relations Help Desk.
* Ensures that Help Desks have necessary volunteer staffing and material.
* Provides courteous, professional, and empathetic service to low-income clients.
* Provides useful, accurate, knowledgeable, and timely support to attorney volunteers including, but not limited to, form preparation, filing support, case preparation, settlement, and litigation support.
* Manages a caseload of approximately 50 to 75 active full representation pro bono cases assigned to attorney volunteers by working closely with both clients and volunteers.
* Recruits (with support from the Volunteer Coordinator) and supervises attorney volunteers who are providing pro bono representation to clients.
* Maintains super-user knowledge of VLB’s case management system to update/manage cases, run tracking reports, and facilitate successful completion of cases.
* Works with social, civic and local organizations to develop partnerships, where appropriate, to recruit clients and collaborate to provide legal help to low-income clients.

**Highly Qualified Candidates Will:**

* Believe authentically in VLB’s work of providing access to free high-quality attorneys.
* Work proactively and thrive in a fast-paced, dynamic environment.
* Operate with a mindset of learning, listening, and achieving goals.
* Commitment to Low-Income Individuals/Communities.

**Key Competencies & Skills**

* Strong legal and litigation skills, including issue-spotting, experience with the Jefferson County Courts, capacity to advocate assertively and effectively, and litigation experience.
* Demonstrated ability to present and interact effectively with people of all ages and cultural backgrounds, including communicating with our diverse constituencies – from law firm partners to potential clients.
* Strong communication proficiency, collaboration, and organizational skills.
* Teamwork orientation and leadership skills.

**Education, Job Knowledge & Experience Requirements**

* Licensed attorney in good standing.
* Licensed to practice law in Alabama.
* At least 3 years of legal experience including specific Domestic Relations experience. Previous litigation experience will be given strong preference.
* Experience representing low-income clients is preferred.
* Working knowledge of Microsoft Suites (Word, Excel, Outlook, PowerPoint, etc.)
* Ability to travel - primarily local during the business day, although some out-of-the-area and overnight travel may be expected.
* Access to a car, possession of a valid driver’s license, and proof of current automobile insurance.
* Complete and pass all background checks and security clearances.

**Compensation**

* $40K - $60K - based on qualifications, experience, and ongoing superior performance
* Health and dental insurance provided by the organization; matching retirement contributions and vision coverage also available
* Vacation, sick time, and generous paid holiday schedule

**Expression of Interest**

**To apply, submit your cover letter, salary expectations, and resume to** **HR@VLBHAM.ORG** **with “Domestic Relations Staff Attorney” in the subject line.** To ensure your resume is considered, **PLEASE** follow the submission process. And **PLEASE**—no direct emails or phone calls to Volunteer Lawyers Birmingham staff. We are focused on the mission— to provide immediate access to high-quality attorneys so low-income families can obtain critically needed legal services!! Thank you.