



PRO BONO DIRECTOR

APPLICATION DEADLINE: Review of candidates will begin immediately and continue until the position is filled.

ABOUT LEGAL SERVICES FOR CHILDREN

Founded in 1975, Legal Services for Children (“LSC”) is one of the country’s first non-profit law firms dedicated to providing free legal representation and social work services to children. Our mission is to ensure that all children in the San Francisco Bay Area are raised in a safe environment with equal access to a meaningful education and other services that are necessary to thrive and grow. We believe that youth deserve positive alternatives to unnecessary placement in foster care, juvenile justice facilities, and immigration detention. LSC pioneered the interdisciplinary approach that is considered a best practice in juvenile law today. We deploy attorney-social worker teams to assist Bay Area children who need to access the legal system to stabilize or improve their lives. LSC’s attorneys represent children in legal matters that involve guardianship, dependency, school discipline, immigration, and other civil legal matters. Our social workers provide crisis intervention, case management, counseling, and psychosocial assessments. LSC staff also engage in policy and advocacy projects aimed at advancing the rights of children.

To promote social justice and best serve our clients, LSC is committed to maintaining a diverse staff and providing services with cultural humility. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion and ensuring a workplace where staff can flourish and grow professionally, and well beyond. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups including People of Color and LGBTQ individuals to apply. Bilingual/bicultural candidates are strongly encouraged to apply.

ABOUT THE POSITION

LSC seeks a passionate senior level attorney to direct our pro bono program of over 100 attorneys from the private sector, including recruitment, coordination, and mentoring. These volunteer attorneys take on cases for full-scope representation in immigration, guardianship, and school expulsion defense matters, working in partnership with LSC social workers and an LSC mentor attorney/advocate.

An ideal candidate is one who can continue to ensure that our pro bono program is run in a client-centered, healing-informed, culturally competent, and professional manner in order to maximize our capacity to provide high quality legal representation to youth, and to further support the development needs of LSC. In addition to managing the pro bono case work, the director focuses on increasing revenue from law firm and corporate donations, and maintaining connections in the legal community.

Please note that due to COVID19, some employees at Legal Services for Children (LSC) are working remotely but with options and expectations to come into the office when necessary. LSC is currently working on a gradual return to office plan. This position will be eligible for a “hybrid” model in which the person can work some of the time outside of the office, even after we have fully reopened.

Primary areas of responsibility:

- Pro Bono Mentorship
- Pro Bono Outreach, Recruitment & Relationship Building
- Pro Bono Trainings & Clinics
- Case Placement and administrative case duties
- Cultural Humility and Anti-Racism Work
- Collaboration with various teams at LSC
- Collaboration with the Development team throughout the year and with an increase around LSC's Annual Event

Specific duties include:

- Mentor pro bono attorneys on individual cases, within director's area of expertise.
- Make and maintain contacts at law firms, corporations, bar associations, law schools, affinity groups, and solo practitioners so as to continue growing LSC's community of pro bono support.
- Recruit new members to LSC's pro bono panel, and manage the panel application process.
- Attend and present at pro bono conferences, celebrations and other events.
- Coordinate trainings in all pro bono practice areas as needed (virtual, recorded, and/or in-person); may also present at trainings within director's area of expertise.
- Case placement: Draft summaries of new cases to send to pro bono panel; evaluate case placement options, and select the individual/firm to take on each case.
- Work closely with pro bono attorneys from the placement of the legal case through the conclusion of the case: lead new case kick-off calls; provide resources; check in regularly throughout the case; provide strategy consultation (pulling in other experts as needed); review draft pleadings; consult with LSC social workers to ensure client needs are being met; address conflict or other issues as they arise; and provide constructive feedback to pro bono attorneys.
Note: The pro bono director acts as the "mentor attorney" on pro bono cases that fall within their area of expertise (immigration, education, and/or guardianship). For cases outside their area of expertise, another LSC mentor is assigned, and the pro bono director provides oversight and administrative support for the case.
- Maintain LSC's Legal Resource Library, including up-to-date samples, templates, manuals, and practice advisories created by LSC staff and partner organizations.
- Work closely with others on the LSC pro bono team (social workers and mentor attorneys) to maintain consistency and best practices within the pro bono project.
- Participate in outside collaborations with partner organizations to stay up to date on the latest legal changes that may affect clients' cases, and to strategize with other pro bono managers.

Qualifications & Requirements:

Qualified candidates will be an attorney with 5+years of direct client experience or equivalent experience in one or more of LSC's main practice areas of immigration, guardianship, and/or education matters.

- Highly desirable qualification is experience representing clients in immigration cases (SIJS, asylum, U Visa, T-Visas)
- Attention to detail and excellent project/team management skills including supervision experience.
- An ability to handle multiple deadlines and complex tasks in a fast-paced environment.
- An ability to use standard office technology and databases, and a readiness to provide much of your own administrative support in a leanly staffed organization.
- Commitment to providing services with cultural humility and with an approach that values all individuals and respects differences regarding race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, socio-economic circumstance, immigration status, and record of arrest or conviction.

Salary & Benefits:

Salary is commensurate with experience, ranging from \$79,000-\$89,000. Benefits include fully paid health insurance (medical, dental, and vision), retirement savings contribution, and generous paid leave (vacation, sick, holiday, and sabbatical). LSC offers a flexible spending account for qualified health expenses.

APPLICATION PROCESS

Please send cover letter, resume, one writing sample that you were the significant editor/ writer of and contact information for three references to jobs@lsc-sf.org with "Pro Bono Director" in the subject line. **In your cover letter, please address the following in order for your application to be considered:** LSC's clientele is extremely diverse, and the majority of our clients are youth of color who come from low income backgrounds. To ensure that our agency is best serving these children, LSC strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued. **How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.**