

Pro Bono Coordinator Job Description

The Connecticut Veterans Legal Center (CVLC) is seeking a Pro Bono Coordinator to join its team. The CVLC's mission is to help veterans recovering from mental illness and homelessness overcome legal barriers to housing, healthcare, and income. As a national leader in medical-legal partnerships (MLP) and legal aid to veterans, CVLC's work often occurs where veterans law intersects with economic and racial justice, human rights, and mental health.

CVLC places around 200 cases per year with our robust pro bono network. This position will streamline CVLC's pro-bono referral process and play a leadership role in cultivating, training, and stewarding pro bono relationships across the state. The Pro Bono Coordinator will also have the responsibility of overseeing the new client intake process. CVLC receives over 50 requests for services every month. The Pro Bono Coordinator will work closely with the Screening team to determine the urgency of legal issues presented, refer out-of-scope matters to appropriate legal resources, and triage clients when needed.

About You:

- **You have a passion for justice:** The Pro Bono Coordinator will have a passion for social justice issues and an enthusiasm for helping people in need.
- **You like people:** The Pro Bono Coordinator must be comfortable having regular interactions over the phone and in-person with a wide range of people, ranging from low-income and disabled clients to managing partners of law firms. The Pro Bono Coordinator will work with the screening team to match pro bono attorney volunteers with the appropriate client.
- **You like making connections:** The Pro Bono Coordinator will be the outward face of CVLC with our law firm partners, the bar associations, corporations, and other entities, while identifying volunteer appreciation and recognition activities.
- **You are organized:** The Pro Bono Coordinator will organize and develop client case files and transfer memos ensuring a smooth case placement process.
- **You are flexible and comfortable with technology:** The Pro Bono Coordinator needs to be comfortable working in various locations and with different computer systems. The CVLC is a paperless office, even prior to the pandemic.
- **Ideally, but not required, you have prior experience in legal services:** The Pro Bono Coordinator, ideally, would be able to provide ongoing case management. That said, candidates without law degrees are welcome to apply.

As part of our team, you will:

- Join CVLC's legal team, participating in intake discussions and legal strategy meetings.
- Be an active participant in a team that seeks to change national and local policies that affect veterans.
- Work with VA and Community partners to strengthen CVLC's Medical-Legal Partnership.

About Us:

- We are client-centered and hard-working. It is a privilege to do this work and we do our best to honor that by providing our clients with the best services possible.
- We work in a hybrid environment, with most people working from home two to three days a week.
- We are outcome-oriented and creative. The results we obtain for our clients are some of the best in legal aid and we all play a part in making that happen. Part of making that happen is by not doing things like everyone else.
- We are democratic and collegial. We all pitch in as needed. Our teamwork is a hallmark of our organization. We are boisterous and like to have fun together.

Compensation:

- Salary ranges between \$45,000 and \$80,000 based on experience for non-attorneys. Attorneys are paid on a salary scale that ranges from \$62,000 to \$102,678 based on bar admission date. Benefits include 100% of health insurance premium cost for employee and 80% of premium cost for family members, a flexible saving account for medical expenses, 20 vacation days per year, 15 sick days per year, and a 403(b) retirement program, including employer contributions of 3% of the average employee salary for all participating employees.

Veterans, people of color, people with disabilities, and LGBTQ individuals are strongly encouraged to apply. CVLC will make reasonable accommodations for applicants and employees with disabilities. CVLC is proud to work with a diverse community of clients, staff, and constituents. Come join our team!

To Apply: Please submit a cover letter, resume, and a writing sample to CVLC at applicants@ctveteranslegal.org. Please be prepared to share the names, title and contact information for three references if requested. The position is open until filled. We anticipate that it will be filled quickly, so please send your materials as soon as possible.