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IN MEMORY OF CO-FOUNDER  
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Pro Bono Coordinator  
New Haven, CT  
December, 2018



We are a scrappy, merry band of advocates who give our all, every day, to help veterans overcome legal obstacles so they can live meaningful and autonomous lives. Connecticut Veterans Legal Center (CVLC) and VA Connecticut's Errera Community Care Center created the country's first VA medical-legal partnership to integrate legal assistance into VA mental health, housing and addiction services. CVLC helps veterans resolve their legal issues through advice, representation and referrals to a large number of volunteer attorneys. Since 2009, CVLC's legal services have helped over 2000 veterans rebuild the fulfilling lives they deserve.

CVLC seeks applicants for a new position at our organization – Pro Bono Coordinator. CVLC places around 200 cases per year with our robust pro bono network. This new 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 Intake Paralegal to determine the urgency of legal issues presented, refer out-of-scope matters to appropriate legal resources, and triage clients when needed.

This position requires a range of skills and would be a good fit for someone who enjoys working with people and managing a variety of work responsibilities. Specific skills needed include: the ability to train and assist volunteer attorneys; the talent to strengthen and maintain relationships with law firms, corporations, bar associations and other entities while identifying volunteer appreciation and recognition activities; the legal expertise to provide ongoing case management and mentoring assistance to volunteer attorneys and the Intake Paralegal; and the ability to organize and develop client case files and transfer memos ensuring a smooth case placement process.

This position offers the opportunity for an ambitious attorney to define the role by establishing best practices and achievement metrics. Admission and good standing to any bar, a willingness to take the CT bar, a valid driver's license and access to a vehicle in order to meet with clients and pro bono attorneys across CT, are all required.

CVLC's office environment is client-centered, hard-working, creative, democratic, outcome-oriented and collegial. The ideal candidate is open,

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organized, collaborative, self-directed and comfortable working independently. Experience with landlord-tenant, consumer, foreclosure, criminal, benefits and/or other areas of poverty law, experience working with veterans, the homeless and/or the mentally ill, and/or experience with the military and/or military law would be beneficial. If you loathe the idea of addressing your own envelopes, faxing your own documents or folding chairs after an event, this is not the job for you; we all do windows here.

As physical space is tight and office amenities are sparse, someone with an easy-going, adventurous attitude towards work would be the best fit. This job is for someone who enjoys learning and helping people, seeks meaningful work that involves widely different skills and is interested in taking on considerable responsibility at a young organization with an important mission. Salary is based on experience and is commensurate with other public interest law jobs. Benefits include generous paid vacation and sick leave and a family friendly workplace.

We would love to hear from veterans, people of color, people with disabilities, and LGBTQ individuals. CVLC will make reasonable accommodations for applicants and employees with disabilities.

To apply, please submit a cover letter that highlights your commitment to social justice, résumé, three references, a legal writing sample and a sample of professional correspondence (a letter or email you have sent in a professional capacity) to CVLC's Interim Executive Director Cinthia Johnson at [applicants@ctveteranslegal.org](mailto:applicants@ctveteranslegal.org). Please do not hesitate to email with questions. The position is open until filled with a start date in December or January. We anticipate that it will be filled quickly, so please send your materials as soon as possible.