



Pro Bono Deputy Director

Jacksonville Area Legal Aid (JALA) is a non-profit organization dedicated to providing legal assistance and advocacy for low-income individuals and families. We work to ensure access to justice and fair treatment in the areas of housing, consumer rights, family law and other essential legal services.

JALA's Pro Bono Unit continues to be a critical resource dedicated to closing the justice gap and ensuring that legal representation is available to all regardless of ability to pay. The unit provides attorneys with a platform to perform pro bono work, which offers area attorneys opportunities for professional development and personal reward.

RESPONSIBILITIES

- Reports to the Director of Pro Bono and serves as an extension of the director in the 4th Circuit, 7th, and 8th Circuits, specifically Nassau, Baker, Union, Bradford, and Putnam counties.
- Sub-management of Pro Bono support staff including Pro Bono Case Placement Manager and Pro Bono Case Administration Coordinator.
- Recruitment of pro bono attorneys, non-attorney volunteers, and students.
- Tracks pro bono attorney, non-attorney, and student hours for case and non-case-related activities.
- Development of funding sources of income to continue and further the purpose of pro bono assistance and initiatives.
- Development of new pro bono programs and expansion of existing pro bono programs.
- Maintain contacts with Clerks of supported counties, providing monthly flyer and event updates.
- Additional oversight of case referral and placement process.
- Additional oversight of case and outreach administration.
- Assists with facilitating placement of pro bono cases.
- Assists with overseeing cases prior to and after referral to pro bono attorneys.
- Represent JALA at community events, area committees, and local voluntary bar associations.
- Markets pro bono programs throughout the community.
- Additional on-site supervision at clinics and outreach events.
- Draft letters and communications to clients and volunteers.
- Manages internship requests, placement, and management of hours.
- Manages volunteer requests, placement, and management of hours.
- Makes recommendations regarding case assessments and feasibility of pro bono placement.
- Attends legal trainings and reviews materials to remain current on relevant areas of law and best practices.
- Prepare, assist in preparing Daily Record pro bono articles.
- Assist in attorney recruitment by engaging in job fairs and outreach activities, including relationships with Equal Justice Works, Skadden Fellowship programs, and similar pipelines.
- Meet with community partners, serve on various community boards.
- Assist with FLARE: billing, recruitment, client management.
- Perform other job-related duties as assigned by the Director of Pro Bono.

QUALIFICATIONS

- Attorney in good standing and licensed to practice law in the State of Florida.
- Effective oral and written communication skills and comfort with public speaking and developing rapport with new people.
- Excellent organizational skills.
- Ability to work independently and as part of a team.
- Proficiency in Word, Excel, Adobe, and similar office programs.
- Access to reliable transportation and willingness to travel; insured and licensed to drive.

All employees must clear Florida's Level II background screening. Information on the background screening process can be found on the <https://info.flclearinghouse.com/>.

Jacksonville Area Legal Aid is an Equal Opportunity Employer