

Assistant Pro Bono Coordinator – Veteran’s

Houston Volunteer Lawyers (“HVL”) (non-profit legal aid arm of the Houston Bar Association) is seeking a full-time Assistant Pro Bono Coordinator to work with the Pro Bono Coordinator and staff in providing low-income Texas veterans with legal assistance. The mission of HVL is to provide free legal services to low-income people in Harris County and to promote volunteerism among lawyers.

PRIMARY RESPONSIBILITIES

- Preparing and sending pro bono cases to volunteer attorneys per HVL policies.
- Communicating regularly, via email and telephone, with outside attorneys to support volunteer representation of HVL clients.
- Assisting with event planning.
- Assisting with volunteer trainings.
- Assisting with volunteer recruitment events.
- Coordinating volunteers for clinics, outreach events, and other volunteer opportunities.
- Assisting with creating marketing materials such as newsletters, flyers, social media posts, and website.
- Conducting outreach in 18 counties in and around Houston to raise awareness for the Veterans Legal Initiative.
- Staffing legal advice clinics on Friday afternoons at the DeBakey VA Hospital, several Saturdays throughout the year in a 17-county area around Houston, and other clinics as scheduled throughout the year, some after hours.
- Assisting with other Pro Bono projects, as needed.

In addition to the above-listed primary duties, the Pro Bono Assistant’s secondary duties, on an as needed basis, include:

- Opening and reviewing client files while evaluating income, assets, and expenses in order to comply with poverty guidelines and funding grants.
- Requesting documents, conducting follow-up telephone calls with clients, and maintaining client records.
- Handling the Veterans Legal Hotline, corresponding directly with Veterans, and directing their calls accordingly.

QUALIFICATIONS

- Excellent communication skills
- Strong computer skills
- Reliable transportation
- Professional appearance
- A desire to provide public service
- Office or database experience is required, preferably with Microsoft Access

This is a high-volume position that requires flexibility, self-initiative, willingness to learn, attention to detail, and excellent time management skills. Veteran status or prior working experience with veterans is a plus.

Salary starts at \$27,500 per year, and based on experience. Benefits include employer-paid monthly parking, health, dental, and vision insurance, disability and life insurance, 401(k), and reimbursed travel expenses. Required travel 25%, including some evenings, none overnight. Some minimal lifting up to 20 lbs. Please submit a resume and cover letter.