

## **Staff Attorney Fellow – Outreach & Pro Bono**

Houston Volunteer Lawyers, the pro bono service arm of the Houston Bar Association, is seeking a full-time staff attorney to assist in providing legal aid to low-income individuals with legal issues caused by or related to Hurricane Harvey. This is a two-year fellowship position through Equal Justice Works. The mission of HVL is to provide free legal services to low-income people in Harris County and to promote volunteerism among lawyers.

HVL's Hurricane Harvey Recovery Project will focus on providing legal service to clients regarding disaster-related Hurricane Harvey issues. Disaster-related issues may include but are not limited to:

- Landlord-tenant matters
- Clearing title to real estate or mobile homes
- Avoiding foreclosure
- Resolving insurance or other consumer disputes
- Replacing identification or immigration documents, or important documents such as wills or powers of attorney
- Other disaster-related litigation

### **PRIMARY RESPONSIBILITIES**

- Coordinate services with community partners, including outreach activities, education workshops, and case referrals per HVL policies and procedures.
- Prepare and conduct education and outreach to the Harvey-affected community, community caseworkers, and other stakeholders on disaster-related legal issues and legal rights.
- Attend community resource fairs.
- Draft handouts and materials for the public.
- Prepare and coordinate CLEs for volunteer attorneys.
- Prepare and maintain online and printed resources and templates for volunteer attorneys.
- Provide substantive mentoring to volunteer attorneys who are providing direct legal assistance to clients, including troubleshooting matters.
- Coordinate outreach with the other work being done by HVL's non-disaster staff to ensure complete coverage and non-duplication of effort.
- Maintain timely documentation of all legal assistance activities in central case management database.
- Participate in staff activities, including attending monthly all-staff, staff attorney, and pro bono department meetings.
- Coordinate with the lead Equal Justice Works fellow for the Houston area.
- Perform other staff attorney duties or tasks as assigned by the Supervising Attorney, Legal Director, Attorney Engagement Coordinator, or Executive Director.

## **QUALIFICATIONS**

### **Minimum:**

- Licensed to practice law in Texas or able to become licensed within 45 days
- Strong legal skills, both written and oral
- Strong computer skillsStrong communication skills
- Skilled in interviewing, assessment, problem solving and negotiation
- Ability to work well under pressure and make decisions quickly
- Excellent management and organizational skills
- Must be a self-starter that is able to work independently, while being an energetic, motivated, team player
- Must be able to work in a co-working space
- A valid driver's license and reliable transportation
- Fluency in written and spoken Spanish

### **Preferred:**

- Prior legal services or public interest experience
- Demonstrated commitment to public service

Position is for a two-year fellowship. Salary starts at \$55,000 and is based on experience. Benefits include employer-paid monthly parking, health, dental, and vision insurance, disability and life insurance, 401(k), and reimbursed travel expenses. Additional benefits as an Equal Justice Works fellow include attendance at a 3-Day Leadership Development Training and Equal Justice Conference, loan repayment assistance, and additional support.

Required travel 50%, including some evenings and weekends, none overnight (except for conferences). Some minimal lifting required, up to 25 lbs.

Interested candidates should send a resume and cover letter to [resumes@hvlp.org](mailto:resumes@hvlp.org), subject: Outreach & Pro Bono Staff Attorney.