

**LEGAL SERVICES/ PRO BONO PROGRAM
SEEKS REFERRAL PARALEGAL**

Volunteer Lawyers Project of the Boston Bar Association (VLP) seeks an energetic, organized person to manage referrals to volunteer attorneys. VLP represents low-income people in the Greater Boston area on a variety of civil legal problems, including housing, unemployment compensation, consumer issues, wills, and family law matters. Many cases are referred to *pro bono* attorneys with VLP providing training and ongoing support.

Responsibilities:

- Place *pro bono* cases with volunteer attorneys
- Provide administrative support and coordination for the Senior Partners program, including organizing monthly meetings and trainings
- Manage VLP's interpreters, including enlisting new interpreters, coordinating assignments and resolving issues
- Respond to requests of volunteer attorneys
- Contact attorneys by phone, fax and email and maintain lists of cases and attorneys
- Track cases to be referred, keeping records and systems current
- Coordinate involvement of VLP staff attorneys in the case referral process
- Prepare materials for web site and other publicity outlets
- Serve as office receptionist when other staff are absent
- Other duties as assigned



Requirements for the Position:

- Excellent communication skills, both speaking and writing
- Excellent administrative skills, particularly computer skills, and attention to detail
- Ability to place cases with busy attorneys
- Ability to work independently and to coordinate efforts with colleagues
- Flexibility and persistence
- Commitment to serving low-income clients who cannot afford attorneys
- Ability to effectively manage multiple projects and tasks, some of which are time-sensitive
- Excellent organizational skills, especially when handling confidential client files and electronic data
- Fluency in Spanish, Portuguese, Haitian Creole Mandarin, Cantonese, Vietnamese or American Sign Language (ASL) preferred

99 Chauncy Street, Suite 400
Boston, Massachusetts 02111

☐ 617/423-0648
☐ 617/423-0061
☐ vlpnet.org

Applications from law school graduates and admitted attorneys will not be considered.

VLP offers a congenial and supportive workplace. Starting salary for a paralegal with no experience is \$36,000; with two years experience, \$39,000, along with a generous benefits package.

Please submit resume and cover letter to: Martha Williams, Chief Financial Officer, by email to mwilliams@vlpnet.org

VLP is an equal opportunity employer and encourages women, people of color and persons with disabilities to apply.

Posted May 24, 2010

Position is open until filled but preference will be given to applications received by June 14, 2010.