



EASTSIDE LEGAL ASSISTANCE PROGRAM

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Pro Bono Director Job Announcement

Eastside Legal Assistance Program is seeking a full-time Pro Bono Director.

Eastside Legal Assistance Program (ELAP) provides legal services to low-income people in East King County and to survivors of domestic violence (DV) from all of King County. Volunteer attorneys and our Staff Attorneys meet the demand for such legal services through advice clinics, brief services appointments, workshops, and direct client representation.

The Pro Bono Director is responsible for planning, implementing and managing all aspects of ELAP's Pro Bono Program. This includes engaging with the legal community, recruitment of volunteer attorneys, directing our CLE program, and mentoring new volunteers. The position will lead our cross engagement with other volunteer legal programs throughout the state.

RESPONSIBILITIES

- Develop and execute a comprehensive pro bono recruitment and development plan, in collaboration with staff and board members
- Work with law firms and individual lawyers throughout King County developing relationships that contribute to our pro bono strategies and financial development strategies
- Create a continuing education program and mentorship program for volunteer and staff attorneys
- Develop and manage benchmarks and metrics to ensure goals are met or exceeded
- Act as ELAP lead for the Seattle Area Pro Bono Coordinators and the Statewide Pro Bono Council
- Create and sustain strong working partnerships with the ELAP team (ED, staff, the board of directors, and volunteers) to raise ELAP's pro bono program to new heights!

REQUIRED QUALIFICATIONS

- A Law Degree from an ABA accredited law school
- Current standing as a licensed attorney in Washington is not required, but desired
- A minimum of 5 years' experience in the legal profession
- Demonstrated success in developing outstanding relationships with individuals and law firms
- Demonstrated ability to work within a team of staff, board, and volunteers alike to accomplish objectives

- Demonstrated ability to work independently and maintain self-motivation
- Proficient in Microsoft Office
- Highly motivated, organized, creative, self-directed and above all flexible

Job Type: Full-time (40 hours per week)

\$60,000.00 per year (with annual increases indexed for inflation and seniority). Benefits include paid holidays, paid vacation and sick leave, matching 401k, medical, dental, life and long-term disability insurance, bar dues, fully compensated CLEs, and a fully paid ORCA card.

ELAP complies with all applicable federal, state, and local laws prohibiting employment discrimination. ELAP promotes mutual respect, acceptance, teamwork and productivity in the workplace. People of color, immigrants, women, LGBTQ, those with disabilities, mature workers, and other underrepresented and historically marginalized groups are strongly encouraged to apply.

Please submit a cover letter describing your interest in, and qualifications for this position, along with your resume, to Gerald Kröon, Executive Director, at jerry@elap.org. This position will be open for consideration until July 10, 2020.