



## **Domestic Relations Staff Attorney - Position Announcement**

**Volunteer Lawyers Birmingham** seeks to hire a **Staff Attorney with** proven domestic relations legal experience coupled with the unique ability to manage programming to help low-income clients with civil legal issues and the capacity to inspire attorney volunteers to fight for our client's equal justice.

**Volunteer Lawyers Birmingham (VLB)** is a corps of attorney volunteers coordinated by a professional staff driven to improve access to justice. VLB is the only non-profit in the state of Alabama that provides immediate access to free high-quality attorneys so low-income families can obtain critically needed legal services.

### ***Snapshot of Roles & Responsibilities for the Staff Attorney include:***

- Organizes, coordinates and manages between 8 and 12 legal Help Desks a month including the weekly Domestic Relations Help Desk.
- Ensures that Help Desks have necessary volunteer staffing and material.
- Provides courteous, professional, and empathetic service to low-income clients.
- Provides useful, accurate, knowledgeable, and timely support to attorney volunteers including, but not limited to, form preparation, filing support, case preparation, settlement, and litigation support.
- Manages a caseload of approximately 50 to 75 active full representation pro bono cases assigned to attorney volunteers by working closely with both clients and volunteers.
- Recruits (with support from the Volunteer Coordinator) and supervises attorney volunteers who are providing pro bono representation to clients.
- Maintains super-user knowledge of VLB's case management system to update/manage cases, run tracking reports, and facilitate successful completion of cases.
- Works with social, civic and local organizations to develop partnerships, where appropriate, to recruit clients and collaborate to provide legal help to low-income clients.

### **Highly Qualified Candidates Will:**

- Believe authentically in VLB's work of providing access to free high-quality attorneys.
- Work proactively and thrive in a fast-paced, dynamic environment.
- Operate with a mindset of learning, listening, and achieving goals.
- Commitment to Low-Income Individuals/Communities.



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### **Key Competencies & Skills**

- Strong legal and litigation skills, including issue-spotting, experience with the Jefferson County Courts, capacity to advocate assertively and effectively, and litigation experience.
- Demonstrated ability to present and interact effectively with people of all ages and cultural backgrounds, including communicating with our diverse constituencies – from law firm partners to potential clients.
- Strong communication proficiency, collaboration, and organizational skills.
- Teamwork orientation and leadership skills.

### **Education, Job Knowledge & Experience Requirements**

- Licensed attorney in good standing.
- Licensed to practice law in Alabama.
- At least 3 years of legal experience including specific Domestic Relations experience. Previous litigation experience will be given strong preference.
- Experience representing low-income clients is preferred.
- Working knowledge of Microsoft Suites (Word, Excel, Outlook, PowerPoint, etc.)
- Ability to travel - primarily local during the business day, although some out-of-the-area and overnight travel may be expected.
- Access to a car, possession of a valid driver's license, and proof of current automobile insurance.
- Complete and pass all background checks and security clearances.

### **Compensation**

- \$40K - \$60K - based on qualifications, experience, and ongoing superior performance
- Health and dental insurance provided by the organization; matching retirement contributions and vision coverage also available
- Vacation, sick time, and generous paid holiday schedule

### **Expression of Interest**

**To apply, submit your cover letter, salary expectations, and resume to [HR@VLBHAM.ORG](mailto:HR@VLBHAM.ORG) with "Domestic Relations Staff Attorney" in the subject line.** To ensure your resume is considered, **PLEASE** follow the submission process. And **PLEASE** – no direct emails or phone calls to Volunteer Lawyers Birmingham staff. We are focused on the mission - to provide immediate access to high-quality attorneys so low-income families can obtain critically needed legal services!! Thank you.