



Position Announcement – Director of Legal Services

Christian Legal Aid of DC (“CLADC”) is seeking to hire a Director of Legal Services, beginning as soon as possible. CLADC was formed in 2007 to provide free and low-cost legal services to low-income individuals and families while demonstrating the love of Christ. We conduct three monthly legal aid clinics around the District (currently held virtually) and provide advice, services, and representation primarily in landlord/tenant, probate, estate planning, expungement, and Social Security disability matters.

At CLADC, we envision a city where those in need know they can turn to the Church, and Christian attorneys are eager use their skills to advance justice and show the love of Christ. CLADC exists to join the legal resources God has given this city with the legal needs of those in poverty. We do this by connecting and equipping volunteer attorneys who serve our clients and expand their access to justice. By mobilizing God’s people to do God’s work we believe God is glorified and our neighbors see his love.

The Director of Legal Services will focus on expanding access to justice by equipping our robust and committed volunteer network to provide legal services, and increasingly take on cases for extended representation. As such, the Director should be committed to Christ, passionate about serving others, and find joy in teaching, mentoring, and coaching volunteer attorneys to meet the legal needs of the most vulnerable in Washington, DC.

Role and responsibilities

The job description below is not meant to be exhaustive, as the nature of the work requires the Director of Legal Services to exhibit flexibility and innovation, but it contains the position’s primary duties and expectations.

I. General

- *Relationships with CLADC members.* The Director of Legal Services will report directly to the Executive Director, and will be expected to establish and maintain good relationships with other staff, supporters, clients, volunteers and donors.
- *Legal partnerships.* Along with the Executive Director, the Director of Legal Services will cultivate and maintain relationships with other legal and non-legal service providers and organizations for the purpose of improving the quality and quantity of services to CLADC’s clients
- *Christ-like example.* The Director of Legal Services, relying on his or her faith and relationship with Jesus Christ, should be an example to the volunteers and other staff of loving our neighbors in poverty and assisting them with their legal and spiritual needs.
- *Schedule.* The position is full-time, with flexible working hours as agreed with the Executive Director. The Director of Legal Services will be expected to attend two Saturday morning clinics per month unless otherwise agreed with the Executive Director. Weekday working hours will be adjusted to compensate for this time. At this time, clinics are held virtually, and future in-person clinics will take place within Washington, DC.

II. Program Services

- *Legal expertise.* The Director of Legal Services will be expected to develop and/or maintain an expertise in at least two of the following practice areas: landlord/tenant, probate, estate planning, expungement matters, or Social Security disability, and a familiarity with practice areas outside the Director's expertise but relevant to CLADC's work.
- *Clinics.* With support from the Executive Director, staff, and clinic directors, the Director of Legal Services will lead CLADC's legal aid clinics, ensuring excellence in volunteer and client experiences. This will involve:
 - Marketing the clinics to potential clients and organizations that may refer clients in CLADC's practice areas;
 - Attending agreed upon clinic dates and conducting interviews, or being available to answer questions for volunteers who conduct interviews;
 - Ensuring the data from the clinics (e.g., client and volunteer attendance, etc.) is recorded and preserved properly;
 - Placing cases with volunteer attorneys from the CLADC network and/or referring to other service providers as appropriate; and
 - Regularly assessing and improving the quality of the clinics.
- *Case management.* The Director of Legal Services, with support from staff and volunteers, will place eligible cases with volunteer attorneys within the CLADC network and maintain visibility into the status and outcomes of these cases, providing support to volunteer attorneys as needed.
- *Volunteer development.* The Director of Legal Services will develop and implement a capacity building plan to strengthen our network of volunteer attorneys, including but not limited to: developing educational materials, conducting training sessions, leveraging educational opportunities from legal aid partners, and mentoring CLADC's volunteer attorneys who provide brief services or extended representation in our core practice areas.
- *Legal representation.* The Director of Legal Services may also maintain a small, targeted caseload as agreed with the Executive Director, and as often as possible, will be joined by co-counsel from our volunteer network.

III. Organizational Support

- The Director of Legal Services will also be responsible for assisting with CLADC's annual events and fundraising efforts led by the Executive Director, and any other activities as may be reasonably determined by the Executive Director.

Requirements/Qualifications

A commitment to Christ in all that we do is essential to the fulfillment of CLADC's mission, therefore any interested candidate should be able to demonstrate their faith commitment in practice. In your cover letter, please include a brief description of your faith and indicate what church you attend, if any. Candidates who are passionate about our mission and the duties described, are eager to learn, and have demonstrated legal acumen should apply even if they do not have all of the preferred experience.

Addition requirements include:

- Mature, orthodox Christian faith as defined by the Apostle's Creed
- At least three to five years of experience working in a legal services or law firm setting preferred;
- Experience in at least one or two areas of public interest law (e.g., landlord/tenant, probate, estate planning, expungement, and Social Security disability) preferred;
- Strong organizational, verbal and written communication, and leadership skills;
- Self-starter with strong initiative;
- Demonstrated success working with a small, collaborative team; and
- Membership or current eligibility for membership with the DC Bar.

IV. Salary and Benefits

- Competitive salary commensurate with relevant experience;
- Healthcare coverage; and
- Federal holidays and paid vacation and sick leave.

V. To Apply

Applications should be submitted by June 12, 2020. Submit a cover letter, resume, and list of three references (including one pastoral reference) via email to:

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