

Community Law Center, Inc.

Pro Bono Program Staff Attorney

Job Summary

Community Law Center, Inc. (CLC) is seeking a staff attorney for our Pro Bono Program. This position is responsible for the growth and maintenance of Community Law Center's Pro Bono Program through support for clients and for participating volunteer attorneys. In addition to case tracking and legal work, this position includes grant reporting, outreach, and cultivating relationships with attorneys, clients, elected officials, government agencies, other nonprofits and legal services providers.

Community Law Center, Inc.

Community Law Center is celebrating 40 years since opening its office in 1986. Community Law Center, a 501(c)(3) charitable organization, was founded by a group of lawyers and community organizers to form Maryland's only legal services organization dedicated solely to strengthening neighborhoods and small nonprofits. Since that time, the organization has been able to evolve and respond to our clients and the issues that impact them with great care, agility and flexibility. We seek candidates who will contribute to diverse, equitable, and welcoming environments for our clients, volunteers, and staff.

Community Law Center's mission is to be the legal partner to neighborhoods and nonprofits in pursuit of more just and vibrant communities. We are intentional in our role as partners, not merely service providers, to our clients, and we strive to be an anti-racist and anti-oppressive organization. The Board of Directors have adopted a Purpose-Driven Leadership framework and Board and staff dedicate time to studying and discussing race equity with the goal of examining our own organization, ourselves, and how and why we do the work we do.

Legal services and representation are provided by both CLC legal staff as well as volunteers from our panel of pro bono attorneys. CLC's legal staff also offer regular workshops, community leadership capacity building trainings, brief legal advice appointments for nonprofits and community leaders, and collaborate with other advocates for legal, regulatory and policy reform.

Duties And Responsibilities

- Oversee maintenance of pro bono attorney active roster.
- Work actively with law firms, solo practitioners, law schools, bar associations, government agencies, and affiliate pro bono groups across Maryland to recruit and train pro bono professionals and other volunteers. Occasional weeknight/weekend events may arise.
- Assist with the development and implementation of trainings in substantive areas of law for pro bono volunteers.
- Work closely with the Pro Bono Paralegal and Deputy Director to prepare cases and clients for a smooth assignment process.
- Provide legal advice to pro bono clients in substantive matters involving nonprofit corporate governance
- Upon placement, provide assistance to clients and case support to volunteer attorneys handling pro bono cases with appropriate check-ins, maintaining case information and outcomes in the case management system
- Create opportunities for recognition of clients and pro bono volunteers.
- Assist with grant applications for the Program and oversee data maintenance and collection for reporting.
- Perform other duties as assigned.

Qualifications

The following trainings and qualifications are required:

- Juris Doctor (J.D.) degree from an accredited law school
- Maryland Bar admission (or eligible to waive in) and in good standing
- Minimum 2-5 years' relevant work experience
- Strong interpersonal and relationship-building skills with a collaborative approach in working as a team
- Eagerness to assist clients, volunteers, and other staff, with strong work ethic
- Robust communication skills, written and verbal, adapting well to a wide variety of audiences
- Excellent ability to research, organize, and track large amounts of information
- Superior analytical skills, with attention to detail and creative problem-solving skills
- Proficient with Microsoft 365 office software and with data and case management systems
- Dedication to Community Law Center's mission, vision, and values, including alignment with race equity principles and commitment to anti-racist and anti-oppression lifelong learning

The following are preferred, but not required:

- Knowledge of, and experience with, nonprofit organizations
- Knowledge of, and experience with, the city of Baltimore
- Experience coordinating or supporting volunteers
- Community organizing experience
- Lived experience
- Grant writing and reporting experience
- Volunteerism

Salary

- Full-time Position with benefits
- Salary range \$72,000 – \$80,000, commensurate with experience

Benefits

- Full-time schedule is 35 hrs/week
- Two in-office days weekly with other days flexible for remote work
- Generous paid holidays
- Employee health, vision, and dental insurance
- Supportive work environment

Applications

Applications will be accepted until the position is filled; candidates are urged to submit their materials **by August 21, 2026** in order to be ensured consideration. Interested candidates should submit a letter by email to denice@communitylaw.org expressing in detail why they are interested in, and qualified for, the position, as well as what they believe they can contribute to the future of the organization and client community. The letter should be accompanied by a current resume, a writing sample, and names and contact information for three references. Please use the subject line, "CLC Pro Bono Program Attorney". No calls, please.

EQUAL OPPORTUNITY EMPLOYER