



Pro Bono Assistant – Lawyer in the School Initiative – Las Vegas/Southern NV

Nevada Legal Services (NLS) strengthens communities across Nevada by ensuring fairness and providing equal access to justice. We are a non-profit legal aid organization providing free legal services to low income people in every county in Nevada and have a staff attorney opening in our Pro Bono Program. The position is located in our Las Vegas/Southern NV office.

This position is responsible for providing support to the Pro Bono Coordinator and Project Attorney for overall effective coordination of the Pro Bono Program, and more specifically our Lawyer in the School initiative. This position is responsible for conducting intake and maintaining cases referred to pro bono or pro bono attorneys, organizing and managing clinics and events through our Lawyer in the School initiative, providing support to the Project Attorney, and maintaining all necessary records for cases, clinics, and other programs that may be necessary for grant reporting.

We provide paid sick and vacation time, medical, dental, vision and life insurance. The salary for the position is \$30,000-\$48,000 depending on experience.

Visit our website at www.nevadalegalservices.org and follow us on Twitter, Facebook and YouTube.

Requirements:

- Applicants should possess college level verbal and writing skills, as well as excellent organizational skills.
- Fluency in Spanish is required.
- Applicants must have an interest and passion for helping low-income Nevadans, seniors, veterans and clients from diverse backgrounds, including clients with physical and mental disabilities and clients with limited English proficiency.
- Strong interpersonal skills and an ability to work collaboratively with a diverse team.
- Ability to work independently, handle changes or unexpected events, and establish cordial working relationships with courts and administrative personnel, coworkers, service providers, and clients.
- Follow all requirements of the Nevada Legal Services Personnel and Case Management Manuals regarding timely completion of timesheets, mileage reimbursements, and other administratively required documents as well as maintaining cases in accordance with our case handling standards.
- Travel across southern Nevada to appear in court, meet with clients or conduct community outreach and education.

Application Instructions:

Applications will be reviewed on a rolling basis until the position is filled but no later than September 2, 2022. Provide cover letter explaining interest, resume, and 3 references to careers@nevadalegalservices.org, and reference “Pro Bono Assistant” in the subject line.

Nevada Legal Services (NLS) is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. NLS actively promotes mutual respect, acceptance, teamwork and productivity. NLS is committed to maintaining an organization whose staff, Board and clients are diverse

in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, sensory, mental or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application, interview process or for more information about the program may send a request to the email address provided. | Equal Opportunity Employer