

PRO BONO MANAGER

This position is responsible for providing management of all Pro Bono Coordinator and Assistants.

This position is also responsible for recruiting and maintaining a pro bono or judicare attorney panel for such referrals, and with carrying out other Private Attorney Involvement projects assigned.

Job Duties:

- Supervises all Pro Bono Coordinators and Pro Bono Assistants with PAI activities.
- Oversee and act as the office point of contact for clients and cases that have been accepted for handling by the office PAI program.
- Refer appropriate cases to pro bono or judicare attorneys.
- Maintain pro bono or judicare case files.
- Communicate regularly with PAI attorneys regarding assigned cases, including requesting necessary status reports or case updates.
- Where relevant, maintain financial records for judicare cases and coordinate with the Fiscal Department and the Directing Attorneys concerning financial records and budget for judicare attorney cases.
- Work with the Directing Attorneys and other staff to maintain positive and professional relations with the local bar throughout the state and recruit, reward, and recognize members of the NLS PAI program.
- Attend training and meetings concerning private attorney involvement and participate in PAI working groups or committees within the state or across the country.
- Participate in training in high-priority substantive law practice areas of NLS.
- Assist in the development of, organization of, and presentation of PAI training events.
- Acquire and maintain knowledge of services available to clients throughout the service areas.
- Demonstrate knowledge and expertise of the law and legal system.
- Provide assistance to other staff, PAI attorneys, and clients as directed by the Directing Attorney or Director of Litigation.
- Work on statewide and other PAI activities with management and other program staff as assigned.
- Perform other duties as assigned.

Preferred Qualifications:

- Degree from an accredited law school, admitted to practice law in any jurisdiction, eligible to take Nevada Bar. Compliance with Bar Admission policy as set forth in this Manual.
- An ability to relate to the client community being served.
- Good interpersonal skills, strong organizational skills, good follow through on projects, resourcefulness and ability to take initiative in development and completion of projects, good verbal and written communication skills.

Supervisor: Directing Attorney