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## **Paralegal/Pro Bono Coordinator – Small Business and Nonprofit Program**

**Full-time, salaried, exempt**

**Volunteer Lawyers Project of CNY, Inc.**

The mission of the Volunteer Lawyers Project of CNY, Inc. (VLP) is to provide access to justice through engaging the legal community in volunteer service to those in need. VLP receives funding from a variety of public and private sources and enjoys strong support of local bar associations.

### **Position Description**

Reporting to the Co-Deputy Executive Director & Supervising Attorney of Economic Opportunity Programs, VLPCNY seeks a full-time experienced business law/corporate Paralegal to act as both a Paralegal and Pro Bono Coordinator for our Small Business and Nonprofit Program.

The Paralegal/Pro Bono Coordinator will perform duties ranging from direct client services to recruiting and working with pro bono volunteers to community education and outreach.

This position is funded through a partnership with the Syracuse Urban Partnership and Centerstate CEO's Economic Inclusion program for small businesses, Start It! In addition to focusing on businesses in Salt City Market and the Start It Program, this work will focus on supporting low-income entrepreneurs and businesses based in areas with high levels of concentrated poverty in Onondaga County, with a particular focus on serving businesses owned by people of color, women and other underrepresented businesses.

### **Program & Client Management**

- Ensure that the program continually aligns with VLP's mission, purposes and values.
- Continually work to create effective and innovative ways to provide legal services through engaging volunteers.
- Interact with clients and conduct thorough and complete intake interviews.
- Identify legal needs of clients and place cases with pro bono attorneys that meet their legal needs.

- Regularly communicate with clients and work to advance client cases, including following up with clients to obtain necessary documentation.
- Prepare administrative and/or filings for review by pro bono attorneys before submission.
- Maintain client confidentiality and treat clients with dignity and respect, honoring their lived experiences and focusing on their strength when helping to find solutions to their problems.
- Maintain accurate and timely records in VLP's case management and document management systems regarding program operations and client services, including pro bono volunteer services.
- Track program grant performance to ensure that programs are on track to meet grant expectations.
- As needed and requested, assist with drafting and reporting for grants, making fundraising requests, and helping with other efforts to raise and maintain funds for the organization.
- Collaborate closely and professionally with key community and program stakeholders.

### **Volunteer Coordination**

- Recruit & coordinate volunteers in provision of legal services.
- Coordinate CLE trainings to support volunteers so that volunteers are current on relevant laws.
- Ensure that volunteers are providing culturally competent legal services.
- Work as a team with volunteer attorneys to provide needed legal services to clients.

### **Community Education, Outreach and Engagement**

- Provide or coordinate legal information trainings to the community.
- Participate in community meetings, associations, taskforces, etc. that related to the area of programming provided.
- Engage in outreach including meetings with key stakeholders, preparation of flyers and other written materials, publicity, and more, to ensure the community is aware of VLP's services.

Perform additional duties as assigned by the Executive Director or Supervising Attorney for the benefit of the organization.

### **Minimum Qualification Standards:**

- At least five (5) years of relevant experience practicing as a business law paralegal.
- Experience with volunteer engagement.
- Experience working with (or volunteering with) vulnerable and diverse populations preferred.

*VLP is an equal opportunity employer.  
Diverse applicants are strongly encouraged to apply.*

### **Knowledge, Skills, and Abilities:**

- Fully embrace mission and purposes of the organization.
- Positive attitude and flexibility – willingness to jump in and help out wherever needed.
- Team player who can analyze and solve issues as they arise.
- Maintain high standards of professional demeanor, including in communications with funders, staff, volunteers and clients.
- Strong work ethic, ability to work productively in a fast paced environment.
- Strong organizational skills including the ability to manage multiple projects and details simultaneously.
- Ability to work with sensitive and confidential information.

Must have the ability to understand and respect the boundaries between providing information and providing legal advice. Notary Certification is an advantage in this position.

This position will be partially remote/teleworking at this time, but this person will be called upon to do in-person work at time, including attending community outreach events or meet with clients in person.

Salary: DOE. Benefit package included. This job description is not an exclusive statement of the roles and responsibilities of the position. Other duties may be required.

### ***OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION***

*Volunteer Lawyers Project of CNY, Inc. is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us.*

*VLP is an equal opportunity employer. VLP seeks to hire individuals from diverse backgrounds and with diverse experiences who are professional, collaborative, and creative thinkers with a passion for our mission.*

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