



POSITION ANNOUNCEMENT
Staff Attorney & Pro Bono Coordinator
FreeState Justice
Baltimore, MD

FreeState Justice seeks a highly-organized staff attorney who thrives on relationship building to work towards lived equality for LGBTQ+ Marylanders in need through management of our pro bono panel and legal advocacy. The staff attorney reports directly to FreeState's Managing Attorney. This is a full-time staff attorney position, with approximately 75% of the attorney's time dedicated to development of our pro bono panel and legal advocacy and the balance focused on education and outreach. A deep commitment to working in partnership with transgender and gender-non conforming people and communities of color is required.

Position Summary: The staff attorney will primarily develop FreeState's pro bono panel. In addition to some community outreach and education, the attorney will also maintain a small caseload relating to matters arising out of a client's gender identity or sexual orientation, including civil rights, healthcare, family law, elder law, conditions of confinement, and other matters.

About FreeState: FreeState Justice is a 501(c)(3) social justice organization that envisions a Maryland where people across the spectrum of lesbian, gay, bisexual, transgender, and queer identities are free to live authentically, with safety and dignity, in all communities throughout our state. Our work brings to the forefront the experiences of those of us at greater risk for discrimination, such as youth, communities of color, individuals with limited-incomes, and transgender and gender non-conforming people.

FreeState Justice provides free legal representation and policy advocacy in areas arising from a person's LGBTQ status, such as health care discrimination, safe and equal access to school services, family law matters, name and gender changes, and discrimination in places of public accommodation. Services, both legal and policy-focused, are provided by staff attorneys, as well as by volunteer attorneys who serve on FreeState's pro bono panel, and student interns.

More information about the organization can be found at www.freestate-justice.org.

Reports To: Managing Attorney

Responsibilities:

Pro Bono Management/Legal Advocacy

75%

- Operate pro bono program, including recruitment, training, retention, and mentorship of 300+ volunteer attorneys and paralegals, identifying and solidifying firm co-counseling relationships as needed, and refer and manage all pro bono cases from intake to disposition.
- Manage caseload of in-house cases representing clients in legal matters connected to their sexual orientation and/or gender identity including, but not limited to, select name change and decree of gender identity cases, family law cases, and anti-discrimination matters.
- Work with the litigation team in responding to requests for assistance and case development.
- Maintain or develop subject matter expertise on issues relating to civil rights for LGBTQ+ Marylanders.

Coordinate Training Program

5%

- Coordinate in-house pro bono recruitment training program by processing requests for training and facilitating all pro bono recruitment trainings.

Outreach and Relationship Building

15%

- Engage in community outreach and relationship building initiatives with community members, partner organizations, law firms, non-profits, and agencies to further FreeState's mission of achieving lived equality for all LGBTQ+ Marylanders.
- Staff legal clinics and other community outreach events, including on evenings and weekends, as needed.

Meet Professional Expectations of Organization

5%

- Assist with grant reporting, public education, and the development of other written materials.
- Participate in strategic planning, goal-setting, evaluation, and professional development activities.
- Meet compliance requirements required of all staff such as grant reporting, time-keeping, financial management, etc.

Qualifications: An ideal candidate will possess the following qualities:

- Demonstrated commitment to working within marginalized communities, including experience working with transgender people, people of color, and other marginalized people is required.
- Juris Doctorate and admission to the Maryland Bar (or a willingness to sit for the next available Maryland bar exam, with continuation of employment contingent on admission to the Maryland Bar within one year after date of hire) with at least one year of legal experience. Law school clinical work, a judicial clerkship, working within marginalized communities, or relevant journal, trial team, or moot court experience may be considered as part of the requisite amount of experience.
- Familiarity with legal issues concerning the LGBTQ+ community nationally and in Maryland.
- Demonstrated ability in public speaking, written and oral communications, and interpersonal relations.
- Well-developed time management skills.
- Highly self-motivated, keen attention-to-detail, and well-organized, especially under tight deadlines.
- A love for lawyering and a passion to serve clients well.
- Collaborative and flexible attitude, with a heavy dash of grit, and a sense of humor.
- Proficiency with Microsoft Office suite.
- Some evening and weekend work is required at times for client events outreach activities.

Salary: FreeState Justice offers a competitive salary. The salary range for this position is \$45,000 to \$52,000 annually, commensurate with experience.

Benefits: FreeState Justice offers a competitive benefits package. Benefits include: full medical, dental, and vision benefits; 403(b) retirement savings account; 11 paid holidays, 20 days of paid time off annually, and 10 days of paid sick leave.

How to Apply: Interested candidates should send a 1-page cover letter, resume, and writing sample that is no longer than 5 pages to Charles Xavier Kilborn at ckilborn@freestate-justice.org and complete a candidate intake form at the following URL: <https://goo.gl/forms/31BuT7eKZfG9ift72>. If necessary, questions may be directed via email to Charles Xavier Kilborn; no calls please. More information about the organization can be found at www.freestate-justice.org.

Equal Opportunity Employer: FreeState Justice is an equal opportunity employer and does not discriminate on the basis of sex, sexual orientation, gender identity or expression, race, ethnicity, national origin, religion, disability, HIV status, or any other status protected by applicable law. Transgender people, people of color, and people with disabilities are strongly encouraged to apply.