



**Maryland Volunteer Lawyers Service
Managing Attorney
Foreclosure Prevention & Consumer Law**

Summary:

Immediate opening for an experienced lawyer to manage Maryland Volunteer Lawyers Service's (MVLS) Foreclosure Prevention Project and consumer law matters, including tax sales, bankruptcy, and debt buyer defense. This project serves low-income Marylanders in most counties by providing pro bono and reduced-fee legal services through a panel of trained volunteer lawyers.

The mission of MVLS is to provide quality legal services to Marylanders of limited means. MVLS is the largest pro bono legal services provider in the state both in terms of volunteers, over 2,000 lawyers on its panel. Our core pro bono program serves 3,000 Marylanders of limited means annually.

Job Responsibilities:

- Manage intake and placement of pro bono and reduced fee cases with MVLS volunteer lawyers in foreclosure and consumer related matters
- Meet intake and representation goals as set by the Deputy Director
- Assist with grant reporting and timely submission of data needed by funders
- Supervise MVLS housing counselor to ensure appropriate client intake for foreclosure and tax sale programs helping distressed homeowners
- Answer intake paralegals' consumer law questions
- Provided brief advice to foreclosure and tax sale clients when our housing counselor is unable to assist
- Mentor volunteer lawyers or assign mentors to new foreclosure or consumer volunteers as needed
- Attend DHCD Legal Partners team meetings, trainings, and webinars
- Monitor developments in state and federal housing and consumer law, especially programs that most directly impact MVLS clients
- Participate in the Baltimore Tax Sale Work Group, assist in the coordination of tax sale clinics, and work with the judiciary, Baltimore City agencies and other parties involved with the tax sale process
- Represent clients in consumer and foreclosure matters on an as needed basis or when MVLS is unable to place a client with a volunteer or reduced-fee lawyer
- Review consumer and foreclosure cases to determine whether bankruptcy is an appropriate remedy
- Publish consumer law e-newsletter biweekly highlighting information and educational opportunities of interest to MVLS volunteer attorneys

- Identify and coordinate volunteer training needs with Deputy Director
- With the Deputy Director, develop an outreach plan to recruit volunteers
- Coordinate outreach activities with other legal services providers
- Identify evolving consumer law issues that impact low-income Marylanders and opportunities for MVLS to expand program services in these areas
- Other project management duties as assigned

Job Skills:

- Strong written and oral communication skills
- Must possess strong time management and organizational skills
- Able to work with diverse client population and to collaborate with legal partners and other community organizations and agencies
- Skilled in case management, grant administration, and data reporting
- Ability to identify and resolve problems quickly
- Ability to work independently and work with a team

Professional Experience:

- J.D. from an accredited law school
- At least three years of housing and/or consumer law experience
- Must be admitted to practice in Maryland and in good standing
- Strong computer skills, especially Microsoft Office Suite and case management software
- Outside practice of law is not permitted
- Demonstrated commitment to public interest

Compensation:

Salary commensurate with experience. Full-time exempt position. Generous benefits, including paid health insurance. This position is partially funded through a multi-year grant with Maryland Department of Housing and Community Development and the Attorney General's Office.

How to Apply:

Please write "Managing Attorney" in e-mail subject line and attach cover letter and resume in Microsoft Word format. Send email to mvls@mvlslaw.org

Please no telephone calls.