



**Maryland Volunteer Lawyers Service  
Baltimore, Maryland  
Financial Stabilization Attorney  
(Full-time, exempt)**

Maryland Volunteer Lawyers Service (MVLS), founded in 1981, is the oldest and largest volunteer legal services organization in Maryland. MVLS removes barriers to justice through free civil legal help, community engagement, and advocacy for equitable laws. Our vision is for a fair legal system that is free of injustice and equitably serves underrepresented Marylanders. We achieve this goal primarily through our core pro bono program and more targeted programs that serve specialized legal needs. For more program information, visit our website: [www.mvlslaw.org](http://www.mvlslaw.org).

MVLS's core values are teamwork, passion for MVLS's mission, commitment to clients, volunteers, and community partners, initiative and commitment to eliminate systemic barriers to justice based on race and economic disparities. MVLS is committed to fostering an inclusive culture in the workplace. Our work to end barriers to justice starts with increasing the racial diversity of our staff to better reflect the communities we serve.

This staff attorney position will work with both our Workforce Development Project and Housing and Consumer Project. The position will focus on community stabilization and policy issues to protect those communities.

**Job Responsibilities**

- Perform one-on-one legal consultations with program partners on a variety of civil legal issues such as record expungement, debtor's rights, consumer protection, bankruptcy, tax controversies, license suspensions, housing, and administrative issues
- Work with other staff members to develop and execute the MVLS' policy and advocacy agenda, with a focus on educating and working with state and local public officials and agencies with the goal of creating structural changes to laws, policies, and practices that benefits MVLS clients and the community at large. The impact of the advocacy is client focused.
- Identify, develop, and support relationships with community partners
- Provide Know-Your-Rights trainings on topics such as criminal record expungement, consumer protection, bankruptcy, tax, housing
- Create case plans for workforce development clients, coordinating full representation by staff attorney or volunteer, brief advice, or referral to appropriate organization
- Attend community events
- Manage case load of expungement, consumer, housing and other case types as needed
- Organize case load in case management software
- Perform data analysis, outcome tracking, and grant reporting
- Identify trends and prevalent issues among client population

- Support and coordinate work with existing Workforce Development and Housing and Consumer project staff
- Work as a member of the MVLS team, supporting other staff and other areas of our work

### **Job Skills and Requirements**

- Excellent written and oral communication
- Ability to confidently communicate with diverse audiences
- Demonstrated networking and relationship management skills
- Willingness to learn and present about the legal services provided by MVLS
- Be a team player who is able to work with staff, volunteers, and community partners
- Strong planning, critical thinking, and problem-solving skills
- Be self-motivated and self-directed
- Ability to manage multiple tasks, projects, and priorities
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to conduct virtual consultations and seminars via web conference
- Some travel may be necessary if determined to be safe in accordance with COVID-19 considerations

### **Education and Experience**

- J.D. from an accredited law school
- Admission to the Maryland Bar and in good standing
- Experience with nonprofits or legal services is a strong plus
- Demonstrated commitment through work experience, lived experience or volunteer experience to communities, such as: Children, Domestic workers, Economically disadvantaged people, Immigrants and refugees, Incarcerated and formerly incarcerated people, LGBTQ people, People of color, People with disabilities, People with HIV/AIDS, Sex workers, Victims of crime and abuse, and Women and girls.

### **Compensation**

- This is an exempt, salaried position. The salary is commensurate with experience - \$52,000 - \$60,000. Generous benefits, including paid health insurance and 4 weeks of vacation.
- This position is currently partially remote and partially in office due to COVID. When conditions permit employees to return to the office full time, this will be an in-office position.

### **How to Apply**

- Please email cover letter, resume, writing sample (no more than 5 pages) and three professional references to [mvls@mvslaw.org](mailto:mvls@mvslaw.org) with the subject line “Financial Stabilization Attorney” Applicants are encouraged to address the core values stated at the top of this job posting in their cover letters.
- Submissions should be received within 4 weeks from when the application is posted.
- Incomplete applications will not be reviewed.
- No telephone calls, please.

*MVLS is an equal opportunity employer. MVLS does not discriminate against any applicant for employment or any employee on the basis of race, nationality, ethnicity, age, religion, disability status, sex assigned at birth, gender identity, gender presentation, sexual orientation, or immigration status.*