



**Maryland Volunteer Lawyers Service**  
**Baltimore, Maryland**  
**Legal Advocate – Human Trafficking Prevention Project**  
**(Full-time, non-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)

The Human Trafficking Prevention Project (HTPP), a partnership between Maryland Volunteer Lawyers Service and University of Baltimore School of Law, focuses on reducing the collateral consequences of criminal legal involvement for survivors of human trafficking and those populations made most vulnerable to exploitation. The HTPP also ensures that survivors and other individuals can easily access free legal representation for a wide variety of civil legal matters, including criminal record relief (expungement, vacatur, and shielding), divorce, custody, consumer debt, name and gender marker change, and tax issues, among others. For information on the HTPP, please visit: [www.mvlslaw.org/ht](http://www.mvlslaw.org/ht)

MVLS' core values are teamwork, passion for MVLS' 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 position will focus on intake, case management, and case placement for clients applying for services through MVLS' HTPP program, and assistance with community outreach, training, volunteer recruitment, and communications.

**Job Responsibilities:**

- Provide trauma-informed services and support to survivors of human trafficking and other individuals placed at increased risk of future exploitation
- Conduct intake for potential HTPP clients, which may include phone intake and/or on-site intake at community partner organizations
- Review and respond to service requests and referrals from HTPP website

- Screen applicants for program and income eligibility
- Provide guidance and support to clients needing fingerprints, court records, and other documents
- Manage documents and paperwork associated with cases
- Assist with placement of clients with volunteer attorneys
- Help with scheduling and set up of trainings
- Prepare flyers and factsheets, and assist with drafting social media and newsletter content
- Participate in outreach activities that may include occasional weekend and evening work
- Attend local and state-level task force meetings and other HTPP related events
- Engage in training opportunities related to human trafficking, trauma-informed services, and client empowerment models, among other related topics
- Other administrative duties as assigned

**Skills:**

- Experience providing trauma-informed services and/or case management
- Excellent computer, data entry, and organization skills
- Must be detail-oriented
- Must possess ability to deal with challenging calls from individuals in crisis situations
- Works well with others; a team player
- Strong written and oral communication skills essential
- Spanish language skills a plus

**Experience & Education:**

- At least 2 years of administrative, customer service, or legal experience
- At least 2 years of college or paralegal certificate from accredited institution is a plus
- At least one year experience working with survivors of human trafficking and/or other forms of violence, or one year experience providing services to individuals who have traded sex, used substances, or experienced housing instability
- 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 & Benefits:**

Salary is \$37,000 - 40,000 commensurate on experience with excellent benefits including: 3 health insurance plans to choose from (MVLS fully covers the monthly premium for 2 of them), dental and vision insurance, a flexible spending plan to reimburse employees with pre-tax dollars for out of pocket medical expenses, group life insurance, accidental death and dismemberment insurance, short and long term disability coverage, a 403(b) retirement plan with a 2% match and the possibility of an additional contribution from MVLS, a monthly commuter stipend equal to the value of an MTA pass, 20 vacation days, 2 personal days, 10 sick days and 14 paid holidays per year.

**Job Location:**

This position is currently partially remote and partially in office due to the Covid-19 pandemic. When MVLS determines that conditions permit employees to return to the office full time, this will be an in-office position.

**Hiring & Interview Process:**

Submit a cover letter, resume, and three professional references from employers or school via email with “HTPP Legal Advocate” in the subject line to [mvls@mvslaw.org](mailto:mvls@mvslaw.org) by 4 weeks from when application is posted. Applicants are encouraged to address the core values stated at the top of this job posting in their cover letters.

***Please, no telephone calls.***

This application was posted on May 31, 2022. MVLS generally begins scheduling interviews after the four-week application window has ended. Initial interviews with the hiring committee are scheduled for 45 minutes. For advancing candidates, a second 60-minute interview is held with the hiring committee and the Executive Director. Interview questions are provided in advance. Reference checks are made for final candidates. The interview process generally takes about four weeks.

*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.*