



**Maryland Volunteer Lawyers Service  
Baltimore, Maryland  
Workforce Development 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.

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 position will be part of our Workforce Development Project and will focus on using legal services and other resources to help stabilize individuals and communities in Baltimore City. The Workforce Development Project is a partnership with job training sites in Baltimore City, where our staff provide legal services aimed at removing barriers to employment. This position is funded in part through the Mayor's Office of Employment Development, and the attorney will work with that office to coordinate services.

**Job Responsibilities**

- Perform one-on-one legal consultations with workforce trainees on a variety of civil legal issues with training and support by fellow MVLS staff attorneys
- Create case plans for workforce development clients, coordinating full representation by staff attorney or volunteer, brief advice, or referral to appropriate organization
- Develop and maintain relationships with case managers and other staff at workforce partner organizations
- Manage a modest case load that could include expungement, consumer, housing, and other case types with support from other MVLS staff attorneys
- Provide Know-Your-Rights trainings on a variety of topics
- 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.
- Attend community events
- Perform data analysis, outcome tracking, and grant reporting
- Comply with grant requirements

## **Job Skills and Requirements**

- Excellent written and oral communication
- Ability to confidently communicate with diverse audiences
- Demonstrated networking and relationship management skills
- 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
- 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, and comes 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.

## **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 “Workforce Development Staff 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.

This application was posted on August 1, 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.*