



JUSTICE AT LAST

Pro Bono Coordinator

Justice At Last is the only independent nonprofit law firm in the San Francisco Bay Area exclusively serving the legal needs of survivors of human trafficking, regardless of their age, gender identity, nationality or type of trafficking. Justice At Last provides free legal representation that emphasizes dignity and is survivor-centered, culturally sensitive, trauma informed, and rights-based. Founded in 2015, our specialization includes assertion of crime victims' rights, clearing criminal records for adults and juveniles, post-conviction vacatur relief for crimes clients were forced to commit while being trafficked, securing restraining orders, seeking affirmative immigration relief, and identity theft recovery. Justice At Last is a mobile practice so we meet our clients where they already receive trusted services and we emphasize a holistic approach that empowers survivors to seek justice on their own terms. Justice At Last is paving the way for cutting-edge developments in victims' rights law and trauma-informed legal practices and looking for individuals that are eager to make impactful change.

About the Job

The Pro Bono Coordinator is responsible for helping with launching and coordinating the Pro Bono Academy which will expand and strengthen our current relationships with law firms and corporations to help build on our pro bono workshop model for post-conviction Relief cases. The successful candidate will also organize and facilitate trainings for volunteer attorneys as well as support and conduct workshops and clinics. The Pro Bono Coordinator will be a detailed-oriented professional who can effectively multi-task and juggle multiple priorities and must be comfortable working in a fast-paced environment supporting trafficked persons.

Responsibilities

- Works with the Executive Director, Managing Attorney and other staff to develop relationships and act as liaison between Justice At Last and law firms, in house legal departments, and educational institutions in order to recruit pro bono volunteers, law clerks, legal fellows, and other volunteers;
- Devise and implement outreach plans to market the Pro Bono Academy, including marketing efforts to recruit and help screen pro bono attorneys, law students, law graduates through phone calls, emails/letters, and submissions to bar association newsletters;
- Help coordinate and manage pro bono training workshops with law firms, in-house legal departments and educational institutions;
- Respond to inquiries for pro bono opportunities or information from individual attorneys, law firms, in-house legal departments, and educational institutions;
- Attend and participate in strategy meetings with other pro-bono coordinators/managers for non-profit legal service providers in the San Francisco Bay Area;
- Conduct limited record clearance casework by acting as co-counsel with the pro bono attorney assigned to the case.



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Qualifications

- A member in good standing with the California Bar or graduated from an accredited law school and pending bar results;
- Experience with criminal defense and or post-conviction relief law;
- Understanding of the legal forms of relief for trafficked persons;
- Bilingual and bicultural skills particularly relevant to underserved communities preferred;
- Experience building, developing and maintaining professional relationships;
- Demonstrated commitment to social justice and the advancement of underserved communities;
- Strong advocacy, writing and courtroom skills;
- Access to a vehicle, insurance and a valid driver's license, and available to travel throughout the San Francisco Bay Area;
- Ability to work well in a team-oriented, multi-cultural work environment.

Hours and Compensation

This is a full-time, at-will position. Position requires possible participation in occasional weekend and evening events and clinics. Justice At Last prioritizes competitive salaries and the salary is based on experience with a range of \$65,000 to \$72,000 per year; including health insurance, paid vacation, sick leave and generous holiday package.

Location

Telecommute currently offered with transition to in-person work in our main San Francisco office and there will be opportunities to work out of our satellite offices located throughout the Bay Area.

Perks

- Part of a team doing groundbreaking social justice work on behalf of trafficked persons;
- Reimbursement of California Attorney State Bar Renewal Fees and local Bar Association memberships;
- Professional development, including training and conference attendance;
- Opportunity to practice human rights and help change the trajectory of clients' lives.

To apply: Send cover letter, resume and three references to opportunities@justiceatlast.org
Please include the title of the job in the subject line. Position opened until filled.

We strongly encourage individuals from traditionally underrepresented communities to apply. Justice At Last is an Equal Opportunity Employer committed to diversity and encourages survivors of human trafficking to apply for all employment opportunities. For this position, the candidate must not have been a client of Justice At Last within the last 2 years.