

PRO BONO PARALEGAL

Homeless Persons Representation Project (Baltimore, Maryland)

The Homeless Persons Representation Project (HPRP) seeks a passionate and motivated individual to serve as the Pro Bono Paralegal, supporting HPRP's Director of Pro Bono Programs in managing its broad volunteer panel and the Program's criminal record expungement, VA benefits, and military discharge upgrade practice.

Who We Are: HPRP works to end homelessness in Maryland by providing free legal services, including advice, counsel, education, representation, and advocacy, to people who are experiencing homelessness or are at risk of homelessness. HPRP's staff and volunteers pursue this mission by offering legal services in shelters, soup kitchens, welfare offices, community centers, and on the street. HPRP's direct representation informs broader-based systemic advocacy and impact litigation to address the root causes of homelessness.

The Position: HPRP's Pro Bono Paralegal assists the Director by coordinating and conducting intakes with clients, tracking over 400 volunteer attorneys, paralegals, and law students, and providing daily administrative support to the Director.

Coordination and Collaboration

- Coordinate and monitor legal clinics, including booking off-site locations and scheduling future clinics
- Schedule volunteer attorneys, paralegals, and law students to staff clinic sites
- Arrange meetings between HPRP clients and volunteers
- Train volunteer law students in HPRP clinic procedures
- Conduct community outreach, including conducting educational presentations; creating outreach materials, and tabling at events

Monitoring and Tracking

- Organize and maintain case files related to pro bono programs, including copying, scanning and disseminating files to volunteers
- Track expungement cases for deadlines and key paperwork
- Assist Director with management and supervision of cases assigned
- Enter cases, case events, and client communications into HPRP's case-management database
- Assist with grant reporting

Administrative Support

- Screen case mail for a high-volume case load (100+ volunteers and 250+ clients)
- Communicate with clients by mail, email, and telephone on case matters as assigned by Director
- Assist Director with grant reporting relating to tracking and entering volunteer hours, as well as managing volunteer database and outreach

Minimum Qualifications:

- Education: H.S. Diploma or GED
- 2+ years full-time experience in an office environment as an administrative assistant or paralegal
- Experience with working with persons experiencing homelessness and/or extreme poverty

- 1+ years experience with working with Microsoft Office for Windows, including comfort with working within Excel, Outlook, and Word
- 1+ years experience with working with large data sets (1000+)
- Ability to communicate effectively orally and in writing with clients, service providers, volunteers, and community partners
- Aptitude to work well under pressure, meet frequent deadlines and remain calm and patient in a very fast paced environment;
- Attention to detail
- Demonstrated commitment to diversity and social justice by using a personal approach that values all individuals and respects differences.

What You Bring:

- Ability to set priorities and handle multiple tasks in a fast-paced environment
- Analytical skills to spot issues and problem solve, including taking initiative
- Strong interpersonal skills and ability to establish and maintain effective working relationships

Salary and Benefits: The hourly rate for this position is approximately \$23.52 (higher if found to have related experience (beyond 7+ years), relevant second language fluency, and/or relevant lived experience). HPRP works on a 35-hour workweek has flexible scheduling when not scheduled for clinics and offers a comprehensive package of benefits.

To Apply: Please email a resume and cover letter (addressed to Michael Stone, Director of Pro Bono Programs) to jobs@hprplaw.org. Specify “Pro Bono Paralegal” in the subject line of the email. Applications will be reviewed on a rolling basis until the position is filled.

HPRP is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a staff, board, and volunteers with diverse personal and professional backgrounds and lived experience enhances our ability to meet our mission and creates an environment where all members of our community can thrive. We strongly encourage applications from Black people, Indigenous peoples, people of color, immigrants, persons with disabilities, members of the TLGBQIA+ (Trans, Lesbian, Gay, Bisexual, Queer, Intersex, Asexual, and more) community, people with lived experience of poverty and/or homelessness, and people from other underrepresented and historically marginalized groups.