

## **Pro Bono Coordinator**

The Erie County Bar Association Volunteer Lawyers Project (VLP) is seeking a full-time Immigration Pro Bono Coordinator funded by the NYS Office for New Americans. VLP is partnering with JustCause, VLP of CNY, and LASROC to serve clients throughout NYS. This position is responsible for growing the firm's pool of volunteer attorneys and handling referrals and outreach efforts. This position will work out of our Buffalo, NY office with an optional hybrid remote work schedule after the successful completion of the introductory period. Buffalo NY was rated 17<sup>th</sup> for Best Affordable places to live by US News and World Report 2021-2022.



### **Duties/Responsibilities:**

- Work closely with the Pro Bono Program Administrator to recruit volunteer attorneys to handle pro bono immigration matters
- Nurture and develop relationships with area bar associations, attorneys, firms, and community partners
- Prepare and process referrals to Pro Bono Volunteers and ensure that they receive adequate mentoring from project partners
- Coordinate virtual and in person CLE trainings for volunteer attorneys, and process CLE credits for attendees
- Coordinate outreach efforts and intake clinics as needed to meet program goals
- Act as VLP's point person for the Pro Bono Immigration project
- Act as VLP's primary point of contact with immigration volunteer attorneys
- Interact with clients as needed to facilitate representation
- Enter and track case related data in VLP's case management system
- Recruit and onboard student volunteers

### **Requirements/Skills - Required:**

- Experience with Microsoft Office (Word, Excel, Outlook)
- Ability to multitask
- Professional demeanor and ability to act as an ambassador for VLP
- Excellent organizational skills
- Ability to work independently and as part of a team
- Must be comfortable serving low-income clients from diverse backgrounds
- Requires some travel (a valid driver's license and reliable mode of transportation is required)
- Requires comfort with public speaking and giving presentations

### **Requirements/Skills – Preferred:**

- Fluency in a foreign language preferred not required.
- Experience working in Immigration Law
- Experience working in a law office

**TO APPLY:** Please send a resume and a cover letter clearly explaining your interest and qualifications. Include contact information for 3 references and send your materials to: Maria Valeri, Pro Bono Program Administrator, ECBA Volunteer Lawyers Project, Inc. at [mvaleri@ecbavlp.com](mailto:mvaleri@ecbavlp.com). **We will be accepting applications until the position is filled.**

**BENEFITS:** Salary depends upon experience. VLP provides excellent benefits including fully paid health insurance, long term disability insurance, life insurance, a Simple Employee Pension Plan, and generous leave time. Dental insurance, FSA, Dependent Care FSA, and 403b plans are also available through employee contributions. The work atmosphere is congenial, respectful, and flexible.

***Proof of COVID-19 vaccination is required unless the individual qualifies for a reasonable accommodation as required under the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, the New York State Human Rights Law and/or guidance from the Equal Employment Opportunity Commission. VLP may grant requests for reasonable accommodations to this requirement on the basis of disability or sincerely held religious beliefs.***