



JACKSONVILLE AREA Legal Aid

Deputy Director of Pro Bono

Jacksonville Area Legal Aid (JALA) is a non-profit organization dedicated to providing legal assistance and advocacy for low-income individuals and families. We work to ensure access to justice and fair treatment in the areas of housing, consumer rights, family law and other essential legal services.

JALA's Pro Bono Unit continues to be a critical resource dedicated to closing the justice gap and ensuring that legal representation is available to all regardless of ability to pay. The unit provides attorneys with a platform to perform pro bono work, which offers area attorneys opportunities for professional development and personal reward.

- **Essential Responsibilities**

- Reports to the Director of Pro Bono and serves as an extension of the director in the 4th Circuit, 7th, and 8th Circuits, specifically Nassau, Baker, Union, Bradford, and Putnam counties.
- Sub-management of Pro Bono support staff including Pro Bono Case Placement Manager and Pro Bono Case Administration Coordinator.
- Recruitment of pro bono attorneys, non-attorney volunteers, and students.
- Tracks pro bono attorney, non-attorney, and student hours for case and non-case-related activities.
- Development of new pro bono programs and expansion of existing pro bono programs.
- Additional oversight of case referral and placement process.
- Additional oversight of case and outreach administration.
- Assists with facilitating placement of pro bono cases.
- Assists with overseeing cases prior to and after referral to pro bono attorneys.
- Represent JALA at community events, area committees, and local voluntary bar associations.
- Markets pro bono programs throughout the community.
- Additional on-site supervision at clinics and outreach events.
- Draft letters and communications to clients and volunteers.
- Makes recommendations regarding case assessments and feasibility of pro bono placement.
- Attends legal trainings and reviews materials to remain current on relevant areas of law and best practices.
- Perform other job-related duties as assigned by the Director of Pro Bono.

- **Skills and Characteristics Required**

- Effective oral and written communication skills and comfort with public speaking and developing rapport with new people.

- Excellent organizational skills.
 - Ability to work independently and as part of a team.
 - Proficiency in Word, Excel, Adobe, and similar office programs.
 - Access to reliable transportation and willingness to travel locally (4th, 7th, and 8th circuits); insured and licensed to drive.
- **Qualifications**
 - Attorney in good standing and licensed to practice law in the State of Florida.

Salary/Benefits

Salary commensurate with experience. Sign-on bonus. Benefits package include, but are not limited to, hybrid work model, medical, dental, vision, long-term disability insurance, group life insurance, 401(k) (match 100% of deferrals up to 6% of compensation), generous leave policy (13 paid holidays plus 22 personal leave days in first year, one-month sabbatical every four years), and membership in Access Perks, a private discount network.

To apply, submit resume, minimum of two professional references, and salary requirements to:

La Verne Morgan Andreasen, Esq.
Chief Human Resources Officer
Jacksonville Area Legal Aid
126 West Adams Street
Jacksonville, FL 32202
Email: resume@jaxlegalaid.org

Jacksonville Area Legal Aid is an Equal Opportunity Employer