

**Full-Time Position**  
**South Coastal Counties Legal Services**  
**Managing Attorney- New Bedford, MA Office**

South Coastal Counties Legal Services, Inc. (SCCLS) and its subsidiary, the Justice Center of Southeast Massachusetts, (Justice Center) is the primary provider of free civil legal aid to low income residents of Southeastern Massachusetts, Cape Cod & the Islands.

**South Coastal Counties Legal Services seeks to hire an experienced attorney** to manage the re-opening, staffing, and legal work of a New Bedford office. Reporting to the Executive Director of SCCLS, the Managing Attorney will work with the SCCLS leadership team, a talented advocacy staff, an engaged statewide advocacy community, and volunteers to provide critical legal services to the poorest and most vulnerable residents of the region. The New Bedford office Managing Attorney will have an excellent opportunity to contribute to the strategic growth of the organization and its advocacy and to creatively address the problems facing the region's low income communities.

**Duties and Responsibilities**

- Maintain a small and strategic caseload.
- Shape the impact advocacy of the office.
- Effectively engage with the organization's Director of Advocacy, leadership team, advocacy staff, and community groups and organizations to develop and manage strategic initiatives.
- Work effectively with the Director of Advocacy and other staff to coordinate the impact work of the organization.
- Establish and implement program policies relating to legal work.
- Directly supervise the advocacy work of the New Bedford office which will include co-counselling, conducting regular file reviews, annual evaluations and day-to-day mentoring of staff, AmeriCorps members, and volunteers.
- Ensure advocacy staff is actively engaged with other program advocates, local community groups and organizations, and the statewide advocacy community to address legal issues confronting low income residents.
- Ensure adherence to program and case handling standards, funder requirements and the highest professional standards.
- Work with SCCLS' PAI Coordinator to promote use of volunteers to further SCCLS' advocacy goals and strengthen its capacity to serve clients.
- Work with SCCLS' Executive Director and Director of Development on funding initiatives and grant compliance.
- Administer personnel policies relating to hiring, leave, discipline and discharge.
- Other responsibilities as assigned by the Executive Director.

## **Qualifications and Experience**

- Admitted to practice in Massachusetts, or able to seek admission
- Seven years of experience as a practicing attorney in a civil legal aid environment preferred.
- Experience with advocacy in a variety of forums including federal, state, and appellate courts, administrative agencies, and/or legislative bodies.
- Management or supervisory experience
- Excellent written and verbal communication skills
- Demonstrated creativity in identifying and pursuing legal issues on behalf of low income residents.
- Experience working with community groups, organizations, and advocacy groups to resolve issues affecting low income residents and communities.
- Commitment to organizational mission and ability to effectively communicate same.
- Ability to identify and respond to emerging issues and changing policies affecting the poor.
- Familiarity with educating, motivating and supporting volunteers.
- Fluency in Portuguese or Spanish desirable.

## **Application Process**

Review of applications will begin immediately and continue until the position is filled. To receive full consideration, applicants are encouraged to apply no later than May 9, 2016. Please submit a letter expressing your qualifications, vision for, and interest in the position. Include a resume, writing sample, and contact information for three references.

Our goal is to make a final decision by June of 2016. Materials and any questions should be submitted to Jeanne Marcotte at [JMarcotte@SCCLS.org](mailto:JMarcotte@SCCLS.org). Subject Line: Managing Attorney

## **Salary/Benefits**

The salary for the position is based on a competitive public interest salary scale. Benefits include medical, dental, long and short term disability, life insurance, loan repayment, bilingual stipend, a 403b retirement plan, and generous leave.

SCCLS is proud to be an Equal Opportunity Employer. We are committed to building a culturally diverse workplace and strongly encourage women, persons of color, LGBTQ individuals, veterans, persons with disabilities, and persons from other underrepresented groups to apply. If assistance is needed to participate in the pre-employment process, please inform SCCLS.

## **Overview of SCCLS and its Justice Center**

SCCLS is a private, non-profit law firm which provides free legal help in a wide array of civil matters to low income residents of Barnstable, Bristol, Dukes, Nantucket and Plymouth counties and parts of Norfolk County.

The organization has a growing staff of 42 that provides legal assistance in more than 4500 matters each year. Administrative offices are located in Fall River. Law offices are located in Fall River, Hyannis, and Brockton. There are plans to re-open a New Bedford office, closed since March of 2012, in September of 2016.

SCCLS' 2016 revenues are expected to exceed \$5.2 million. Its largest funder, the Massachusetts Legal Assistance Corporation (MLAC), provides approximately half of the funding for the organization. Other sources of revenue are the federal Legal Services Corporation, the Massachusetts Bar Foundation, the Corporation for National and Community Service (AmeriCorps), a Legal Assistance to Victims grant from the Department of Justice's Office on Violence Against Women, four Area Agencies on Aging, United Way, CDBG funds, private foundations, and individual and corporate donations.

SCCLS is the go-to organization for legal aid in the southeast region because of its work with the poor and disadvantaged during the past 50 years. The program:

- Operates in a supportive political climate;
- Employs capable, talented, diverse, and committed staff;
- Has an engaged and supportive Board;
- Enjoys a sound, established reputation with state and federal funders, courts, bar associations, human services providers and organizations.

SCCLS and the Justice Center also operate a statewide AmeriCorps program which places 28 college or law graduates in legal aid programs throughout the Commonwealth to support the services provided to low income families and elders, and participates in the state wide justice community through service on numerous task forces organized around substantive issues, as well as service delivery issues.