



Part-time Virtual Pro Se Clinic Legal Facilitator

Job Title: Virtual Pro Se Clinic (VPC) Legal Facilitator
Location: Colorado
Classifications: Part-time, Remote, Exempt
Compensation: \$45,000-\$60,000/yr. depending on experience
Reports to: Executive Director

DEADLINE TO APPLY: April 25, 2024

Job Description

The Colorado Access to Justice Commission in partnership with the Colorado Lawyers Committee are searching for **TWO PART-TIME Virtual Pro Se Clinic Legal Facilitators with the possibility of transitioning to full-time positions**, to support the relaunch of Colorado's first Virtual Pro Se Clinic (VPC). Now in its eleventh year, the VPC program supports monthly free virtual legal help clinics at numerous mostly rural libraries across Colorado. Speaking one-on-one with a knowledgeable volunteer attorney can make an enormous difference to pro se litigants and has a tremendous impact on access to justice for underserved communities.

Legal Facilitators will oversee almost-daily 3-hour clinics during which they will spend 15-20 minutes meeting virtually with each clinic patron (pro se litigant) answering questions and explaining court procedures and processes in all areas of Colorado civil law. Legal Facilitators will onboard and train new volunteer lawyers on how to effectively assist pro se clinic patrons. Legal Facilitators will also be responsible for serving as "first chair" while volunteer attorneys serve as "second chair," until volunteer attorneys are ready to conduct clinics on their own. In addition to overseeing the clinics, training and supervising volunteer attorneys, Legal Facilitators will assist clinic administrators from the Colorado Access to Justice Commission and the Colorado Lawyers Committee with operations, such as communications, data collection, scheduling and technology assistance. This part-time position will be remote and will be shared between the two Legal Facilitators. Workload will vary week to week, however Legal Facilitators will be expected to maintain routine weekly hours so clinics can be conducted on fixed schedules each month.

Responsibilities

- Oversee clinics via Zoom and phone
- Onboard and train new attorney volunteers
- "First chair" clinics while new attorney volunteers "second chair"
- Answer attorney volunteer questions

- Regularly update and maintain the clinic's robust library of online resources
- Provide and maintain monthly and yearly reporting on VPC program
- Provide support where needed to the clinic administrators, which may include (but is not limited to) assisting with communications, data collection, scheduling, technology assistance, planning for clinic growth
- Collect and maintain data on legal inquiry types
- Attend regular meetings with the VPC administrators
- Work with community site representatives such as librarians and partner community organizations

Required Experience & Skills

- Juris Doctor with minimum of 5 years of experience and current license to practice in Colorado (strongly preferred) or Paralegal certification in Colorado with a minimum of 10 years experience.
- Experience with a broad range of legal areas common to pro se litigants (i.e. family, housing, consumer, estates)
- Experience working with pro se litigants
- Extensive familiarity with the Colorado Court System
- High attention to detail
- Adept at communicating and problem solving with pro se litigants
- Ability to synthesize complex legal concepts into user friendly language
- Ability to work efficiently with minimal supervision
- Knowledge and comfort working in a virtual setting
- Competency and experience working with people of diverse backgrounds
- Proficient in Microsoft Office Suite, Google Scheduler, Zoom, and other web-based applications

Physical Requirements

Prolonged periods working on a computer remaining in a stationary position standing or sitting.

Compensation and Benefits

This part-time position is \$45,000-\$60,000/yr. depending on experience. Holidays and paid time off will be provided after 6 months of employment. Benefits include largely working from home, personal computer, paid travel, paid parking.

Colorado Access to Justice Commission is an equal opportunity employer that strives to create a diverse, inclusive, and equity workplace.

How to Apply

Please submit a cover letter and resume via email to elisa@coloradoaccesstojustice.org