

## Charleston County Housing Court Coordinator

Charleston Pro Bono Legal Services Inc., is a 501(c)(3) nonprofit located in Charleston, SC. We are dedicated to providing civil legal aid to low-income clients. We are seeking a Housing Court Coordinator to fulfill a critical role in the growing South Carolina Supreme Court sanctioned pilot program. This person will coordinate with, and on behalf of, the agencies that comprise the Housing Court Committee.

### Major Job Duties:

- Attend and facilitate Housing Court hearings and supporting activities at participating Charleston County Magistrate Courts;
- Foster relationships with the participating court clerks' office to coordinate dockets and obtain necessary pleadings;
- Promote Housing Court within the legal community to encourage private attorneys to sign up for Housing Court;
- Organize training for private attorneys and students to better enable them to participate with Housing Court;
- Supervise law students with conducting client intake and program eligibility determination;
- Tracking cases and statistics to provide insight into trends, directions and opportunities for growth;
- Maintain and manage contact with volunteer attorneys where appropriate;
- Participate in community outreach programs and community clinics as needed;
- Provide support, training, and education of paralegals, volunteers, and interns;
- Monthly reporting to Housing Court Committee; and
- Other duties as assigned.

### Required Education, Experience, & Skills:

- J.D. from accredited law school;
- Member of the South Carolina Bar in good standing;
- Rule 403 certification;
- Exposure and experience in housing law, specifically landlord-tenant;
- Strong organizational, time management, analytical and problem solving, and oral and written communications skills with the ability to advocate persuasively for the Program's mission;
- Demonstrated passion for seeking justice for low-income and vulnerable populations;
- Demonstrated empathy and understanding of the unique legal issues confronting our clientele; and
- Ability to work well under pressure, set and meet deadlines, manage several priorities in a day.

Salary Range: \$45,000 - \$50,000.

### Accepting applications for an immediate start.

Alissa C. Lietzow, Esq.

Executive Director

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To apply, please include the following: (1) Cover Letter; (2) Resume; and (3) References

Charleston Pro Bono is proud to be an equal opportunity workplace.