

**October 4, 2012**

**MFY LEGAL SERVICES, INC.**

**JOB ANNOUNCEMENT**

**PRO BONO COORDINATOR AND SUPERVISING ATTORNEY**

MFY Legal Services, Inc. (MFY), a nonprofit public interest law firm, seeks a dynamic and creative lawyer, who has a background in poverty law issues, to serve as MFY's pro bono coordinator and to supervise MFY's Kinship Caregiver Law Project. The successful candidate will be responsible for coordinating pro bono relationships with law firms, corporate counsel, individual attorneys and law schools, including drafting and circulating requests for pro bono assistance, coordinating referral of cases in existing pro bono projects, and ensuring mentoring of pro bono volunteers. The successful candidate will also have the opportunity to develop new pro bono projects as legal needs emerge. In addition, the candidate will supervise one to two attorneys who represent kinship care providers in adoption, guardianship and custody matters, coordinate MFY's CLE and internship programs, and schedule community trainings and process training materials.

**Requirements:**

- Interest in expanding free civil legal services through pro bono initiatives;
- Three to four years' experience in general poverty law (experience in adoption, guardianship and custody a plus);
- Excellent organizational skills;
- Excellent database management skills;
- Excellent writing and editing skills, including training materials;
- Excellent interpersonal skills.

**Salary:** Commensurate with experience, with generous fringe benefits.

Applicants should submit a cover letter, resume and writing sample to Jeanette Zelhof, Executive Director, and transmit by e-mail to [jelhof@mfy.org](mailto:jelhof@mfy.org).

MFY is a 50-person organization comprised of attorneys, paralegals, social workers and support staff. It is a diverse, unionized, and collegial workplace. Staff caseloads balance advice and individual representation with law reform advocacy and litigation. MFY does not receive federal LSC funding. For more information, visit [www.mfy.org](http://www.mfy.org).

**MFY IS AN EQUAL OPPORTUNITY EMPLOYER.**