

**Equal Justice Works
Housing Justice Program Proposal**

Attorney Fellow Job Description

Employer: Charleston Pro Bono Legal Services
Fellowship: Equal Justice Works Housing Justice Program

Charleston Pro Bono Legal Services seeks diverse and dynamic applicants for a two-year, full-time, in person attorney positions as an Equal Justice Works Fellow in the Housing Justice Program. The Fellowship ideally begins in August 2022.

Charleston Pro Bono Legal Services is a 501(c)(3) legal aid organization serving the civil legal needs of the low-income community since 2005.

Charleston Pro Bono Legal Services has been selected by Equal Justice Works as an implementing partner of Equal Justice Works' Housing Justice Program. Equal Justice Works is the nation's largest facilitator of opportunities in public interest law. The *Equal Justice Works Housing Justice Program* is a program comprised of Attorney Fellows and Organizer Fellows who, over the course of a two-year fellowship term, will be part of a targeted initiative to address the justice gap in the South Carolina through responsive, context-specific innovations and interventions focused on housing justice.

An [Equal Justice Works Fellowship](#) is an opportunity to transform your passion for equal justice into a career. As a Fellow, you will develop experience and skills to be a leader in social justice while securing tenant protections and working directly with households experiencing housing instability. As a cohort, Fellows are expected to actively participate in peer-to-peer learning and required trainings delivered by Equal Justice Works and training partners throughout the year. In addition, Fellows will attend Equal Justice Works' Leadership Development Training in October 2022 and 2023.

The selected Fellow will be employed by Charleston Pro Bono Legal Services to fulfill all fellowship duties at a local and/or state level. The Fellow will report to Charleston Pro Bono Legal Services' Housing Attorney for day-to-day supervision, mentoring, and performance evaluation.

Fellowship responsibilities include

- Providing direct legal services for residents of Charleston County addressing civil legal issues that arise from housing instability for low-income households, especially in eviction cases – legal screening, advice, brief service, full-scope representation, and pro bono assistance through legal clinics and referrals.
- Support the Charleston County Housing Court Program and its expansion throughout Charleston County by attending and representing eligible tenants at Housing Court hearings at assigned courts.
- Building key stakeholder relationships in furtherance of the Fellowship objectives by creating and fostering new relationships while furthering collaborative efforts with current partnerships.
- Strategizing, planning, and conducting training and outreach to communities and community organizations in furtherance of housing stability and affordability for low-income community members; engaging in peer-to-peer learning with other Equal Justice Works Housing Justice Program Fellows.

- Actively contributing to and participating in Housing Justice Program cohort activities (resource exchanges; mandatory webinars and conference calls; and training events, including Equal Justice Works Leadership Development Training in fall 2022 and 2023).
- Exercising leadership competencies as an Equal Justice Works Fellow.
- Contributing to required programmatic reporting and overall program evaluation.

Qualifications

Candidates will possess the following qualifications:

- Licensed to practice law in South Carolina with completed 403 requirements
- Member of the South Carolina Bar in good standing
- Commitment to social justice
- Excellent writing, communication, interpersonal, and organizational skills
- Strong oral and negotiation skills, and the ability to work as a team member
- Prior experience in managing independent projects or assignments
- Experience with delivering training and presentations a plus
- Diverse economic, social and cultural experiences and a second language are preferred
- Law school clinic, externship, summer, or other relevant practice experience
- Knowledge of housing benefits law and/or experience with housing and benefits agencies
- An ability to work collaboratively in a multidisciplinary setting to facilitate a coordinated community response and provide holistic services to clients

Please note all Fellows are expected to fulfill the complete duration of the Fellowship and will be required to sign a Fellowship Agreement with Equal Justice Works.

Salary and Other Benefits: The Equal Justice Works Housing Justice Program attorney will receive an annual salary of \$60,000 and additional employee benefits through Charleston Pro Bono Legal Services. Interested applicants should contact Charleston Pro Bono Legal Services with any follow-up questions.

Application Instructions: Submit cover letter, resume, and references to Alissa Lietzow at ALietzow@charlestonprobono.org with “Equal Justice Fellow Application” in the subject line.

Application Deadline: June 30, 2022, but candidates are encouraged to apply as soon as possible. Applications will be reviewed on a rolling basis until the position is filled.

Charleston Pro Bono Legal Services is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status.