

Legal Advocacy & Resource Center, Inc.
a special project of the Boston Bar Foundation with additional
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BILINGUAL HOTLINE ATTORNEY POSITION AVAILABLE
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The LARC Hotline: The Legal Advocacy and Resource Center, Inc. (LARC) is seeking an entry-level attorney to help staff our free legal hotline. The LARC hotline is staffed by attorneys, paralegals and volunteers. The hotline serves Massachusetts residents and provides legal advice and referrals on a wide range of civil matters, including landlord/tenant, family law, consumer, bankruptcy, public benefits and disability issues. Most of the clients that LARC assists are low-income. For more information about LARC, please visit our website at www.larcma.org.

Available Position: The Hotline Attorney will work directly with a large number of clients over the telephone providing immediate legal advice and counseling. Responsibilities include: screening calls for people seeking legal help and providing referrals to legal and other resources; providing advice and brief legal services to clients in a variety of poverty law areas; conducting detailed intake interviews for consideration by caseworkers at other programs; preparing and mailing advice letters and literature; updating hotline information and assisting with other related tasks in support of the hotline. The position may also involve periodic evening hours for community outreach, supervision of hotline staff and involvement in other program efforts.

Qualifications: Applicants should have a demonstrated commitment to providing legal services to low-income people. 0-2 years of relevant experience, particularly in the areas of housing, family law, consumer/bankruptcy, social security or public benefits is preferred. Applicants must have excellent communication and interviewing skills, strong analytic abilities, sensitivity to people in crisis, and an ability to handle a high volume of phone calls from the public. Applicants must be able to work both independently and as part of a collaborative team. Bilingual ability required, particularly Portuguese, Spanish, or Haitian Creole. Applicants must be admitted to the Massachusetts bar.

Salary: Commensurate with experience. Excellent fringe benefits, including health and dental insurance. This is a unionized position.

Applications will be accepted until position is filled. Please submit resume and letter of application to Avada Douglas, Program Administrator, at 197 Friend Street, Boston, MA 02114 or email to LARCjobs@gbls.org. No phone calls please.

THIS LEGAL SERVICES PROGRAM IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER,
AND ENCOURAGES APPLICATIONS FROM ALL CANDIDATES WHO MAY CONTRIBUTE TO THE
DIVERSITY OF OUR WORKPLACE. LARC IS COMMITTED TO FOSTERING AN ORGANIZATIONAL
CULTURE THAT SUPPORTS DIVERSITY.