

## **HUD Housing Attorney Job Description**

Charleston Pro Bono Legal Services (“CPBLS”), a 501(c)(3) legal aid organization serving the civil legal needs of the low-income, is seeking a licensed attorney to support the Housing Justice Program.

### **Responsibilities:**

- 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 our office 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.
- Contributing to required programmatic reporting and overall program evaluation.

### **Qualifications**

Candidates will possess the following qualifications:

- J.D. from an accredited law school
- Licensed attorney or pending bar admission
- 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

**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](mailto:ALietzow@charlestonprobono.org) with “Housing Attorney Candidate” in the subject line.

*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.*