



JOB TITLE: Housing Project Attorney (1.0 FTE)

ORGANIZATION SUMMARY:

Volunteer Lawyers Network (VLN) is a private non-profit organization affiliated with the Hennepin County Bar Association. VLN provides free advice and legal representation to low-income individuals through volunteer attorneys, interpreters and other legal professionals. VLN's mission is to protect and promote the basic needs of people in poverty through the power of legal volunteers. VLN's Housing Program provides on-site housing services at eviction calendars in Hennepin, Ramsey and Anoka counties. The Housing Program also assists tenants with repair cases, eviction expungement, and many other landlord/tenant issues. All services are provided remotely during the pandemic.

JOB DESCRIPTION:

VLN seeks a 1.0 FTE attorney to support its eviction representation programs.

Primary duties and responsibilities

- Oversee the implementation and day-to-day operation of VLN's eviction defense volunteer program in Hennepin County, including recruiting, training and supporting volunteers and overseeing/staffing eviction calendar shifts.
- Screen and place repair/habitability cases with volunteer attorneys and provide appropriate follow-up for cases not placed with volunteers.
- Represent income-qualified clients in eviction and repair/habitability cases as needed to develop and maintain legal skills, cover volunteer shifts and train new attorneys.
- Create and update substantive and procedural resources for volunteers, including CLEs, online resources, and materials provided to volunteers.
- Track and analyze the number and effectiveness of housing services, including outcomes and trends.
- Participate in and contribute to VLN's housing team, including supporting an office-wide culture of engagement, teamwork, transparency, and accountability.
- Other duties as assigned or needed.

Qualifications:

- Licensed to practice law in Minnesota
- Demonstrated commitment to access to justice and serving low-income communities
- Litigation, poverty law, or housing law experience

- Ability to work independently, multi-task and take initiative
- Willingness to take risks and be flexible
- Experience working with people from communities of color and other diverse backgrounds
- Knowledge of local community resources and other social services a plus
- Experience managing volunteers a plus
- Proficiency in second language a plus

Salary DOQ plus benefits.

VLN is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, religion, sex, age, national origin, marital status, sexual orientation or any other factors prohibited by applicable law.

Those with diverse economic, social, or cultural experiences are encouraged to apply.

HOW TO APPLY:

Mail resume and cover letter to hradmin@vlnmn.org

No phone calls please.

SUBMISSION DEADLINE: Until filled