

## **Philadelphia Landlord/Tenant Legal Help Center**

### ***Attorney/Coordinator Position Available Immediately***

Immediate opening for an experienced attorney to help lead the innovative, collaborative, court-based Philadelphia Landlord/Tenant Legal Help Center. We seek one part-time (20 hours/week) attorney, with at least three (3) years of experience in landlord/tenant litigation, representation, and counseling.

The Philadelphia Landlord/Tenant Help Center is a collaborative project, founded and led by a partnership of legal services leaders, pro bono attorneys, and the Court to promote access to justice for unrepresented, low-income tenants of all ages. The Center features a unique *court-based* model of legal advice, advocacy, education and limited representation services, working with volunteer attorneys, paralegals and law students. The Center is based in Philadelphia Municipal Court and currently open two days/week. The attorney/coordinator must be present at the Center to coordinate services when open and will also attend monthly Collaborative leadership meetings.

This attorney/coordinator's primary responsibility is to provide direct legal services and intake to clients at the Center and help coordinate the Center's services and corps of volunteers. The attorney/coordinator will work with the Collaborative to strengthen and expand the capacity of the Center, prepare educational materials and best practices protocols, and strategize on funding and partnerships.

Applicants must be active members of the Pennsylvania Bar, with a minimum of three (3) years of relevant legal experience in landlord/tenant litigation. Excellent oral and written communication and organizational skills; demonstrated ability to work with colleagues and volunteers; and a commitment to serving vulnerable and diverse communities required. Ability to work well as a team and individually, excellent interpersonal and computer skills (Kemps case management software), and the highest degree of professionalism are required.

Experience in a legal services office and in public interest or poverty law; working with minority, disabled, vulnerable, and/or Limited English Proficient communities; and supervision of staff or volunteers are all preferred. Persons from diverse backgrounds and with bilingual ability are strongly encouraged to apply.

While this is now a part-time position for 20 hours/week, there is possibility of expansion into a full-time position in the future.

SeniorLAW Center serves as fiscal agent for the Center and will be the employer. The position reports to the Legal Director of SeniorLAW Center and works as partner to the Collaborative team. SeniorLAW Center is a nonprofit public interest legal services organization protecting the legal rights of older Pennsylvanians with a variety of programs and services.

Interested applicants should send their resume and cover letter identifying specific relevant experience and salary range requirements to the attention of **Hiring Committee, Landlord/Tenant Help Center via e-mail to [helpcenter@seniorlawcenter.org](mailto:helpcenter@seniorlawcenter.org) by July 8, 2016**. *Applications without salary requirements will not be reviewed.* SeniorLAW Center is an equal opportunity employer.