



ACCESS TO LEGAL SERVICES DIRECTOR

VIRGINIA STATE BAR

The Virginia State Bar, an agency of the Supreme Court of Virginia, is seeking an access to legal services director. The director is the administrator of the VSB's access to legal services program and the Access to Legal Services Committee. Key responsibilities include: developing, promoting, and coordinating the VSB's pro bono initiatives; overseeing the Access to Legal Services Committee's activities; staying informed on local, statewide, and national legal services issues; and collaborating with committee members, VSB volunteers, legal services programs, and the judiciary to expand opportunities for pro bono service and maximize access to legal aid. Reports to deputy executive director. Work involves occasional travel on night and weekends.

Qualifications

The selected candidate will have a Juris Doctorate Degree from an accredited law school and be a member in good standing of the Virginia State Bar with no disciplinary sanctions. He/she will have a comprehensive knowledge of legal services and a demonstrated commitment to access to justice. He/she will also have experience staffing boards or committees and working with diverse groups participating in policy development. Marketing and communications experience preferred. Experience developing and conducting continuing legal education programs is helpful. Additionally, he/she will have exceptional verbal and written communications skills; strategic planning and organizational skills; and strong leadership and interpersonal skills. He/she will also demonstrate the ability to work collaboratively with people and organizations representing diverse interests; the ability to advocate statewide access to justice priorities and work cooperatively to support their accomplishment; the ability to analyze complex issues and develop realistic plans; the ability to prioritize and handle multiple projects simultaneously; and the ability to work independently with limited supervision. Selected candidates must pass a criminal background check and live within the greater Richmond area.

To apply

Downtown Richmond location, state benefits, starting salary \$75,000 – \$85,000 commensurate with experience. Send resume, salary expectations, a writing sample (an article you authored, a brief, pleading, etc.), and cover letter outlining how you match our requirements to hr@vsb.org. **Your submission must be received by 10/27/2017. EOE**