

POSITION ANNOUNCEMENT
Deputy Director of Legal Services
FreeState Legal Project, Inc.
Baltimore, MD

The FreeState Legal Project seeks a Deputy Director of Legal Services with experience and passion. The Deputy is the director of legal services at FreeState Legal Project, Inc. (“FreeState”). They will work closely with the Executive Director, volunteer attorneys, and interns to effectively and efficiently provide representation to low-income LGBT individuals in the Baltimore region, and throughout Maryland.

Qualifications:

- Admission to Maryland Bar, and minimum of two years of legal experience.
- Comfort with public speaking, and ability to articulate a vision and motivate diverse communities to get involved and take action.
- Broad understanding of issues concerning the LGBT community in Maryland.
- Experience in and commitment to building coalitions among LGBT and non-LGBT organizations.
- Desire to help build FreeState into a national model for low-income LGBT advocacy.
- Proficiency with Microsoft Office suite, including MS Excel. Demonstrated ability in public speaking, written and oral communications, and interpersonal relations.
- Flexibility in work schedule, and ability to attend some evening and weekend events.

Responsibilities:

- Oversee assignment of cases to pro bono attorney volunteers.
- Represent clients in-house, as necessary, and as makes sense in advancing FreeState’s mission.
- Organize and operate attorney-trainings on LGBT legal issues and LGBT sensitivity.
- Develop and execute plan for attorney recruitment (including law firm brown-bag lunches, social media, etc.)
- Develop resources for clients and attorneys; for example: “how to” guide on legally change gender in Maryland.
- Implement ABA and other “best practices” for pro bono services, and continuously refine FreeState’s intake, referral, income and other policies and guidelines.
- Work with Executive Director to expand FreeState’s services throughout Maryland (includes building relationships with, and training attorneys around the state).
- Help build key partnerships with other legal service nonprofits, private counsel, LGBT organizations, etc.
- Work with Executive Director on FreeState operations and management, as is necessary.

Salary: \$48,000 to \$55,000, with benefits; growth potential based upon performance; Vacation (20 days Paid Personal Leave (includes vacation and sick days).

How to Apply: The FreeState Legal Project, Inc. encourages all interested persons regardless of race, gender, sexual orientation, religion or disability to apply. Interested persons should send a letter of interest, resume, and three references to Aaron Merki, Esquire, at ExecutiveDirector@freestatelegal.org. If necessary, questions may be directed to Aaron Merki at 410 625 5428, but e-mail is preferable.

FSLP is an equal opportunity employer. All interested persons encouraged to apply regardless of race, ethnicity, national origin, age, gender, disability, sexual orientation, gender identity, HIV status or religious affiliation.