



CONNECTICUT LEGAL SERVICES

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JOB POSTING **MANAGING ATTORNEY—HOUSING UNIT** **March 28, 2019**

Connecticut Legal Services, Inc. (CLS) seeks a highly skilled and committed attorney to lead its housing law unit.

ORGANIZATION DESCRIPTION

Connecticut Legal Services (CLS) is Connecticut's largest non-profit law firm, providing free legal help to low-income people in areas including housing, consumer, family law, public benefits, education, immigration, employment, and disability. With a staff of almost 80 in seven offices across Connecticut, CLS fights for equal justice and improved life opportunities for more than 12,000 people every year.

ROLES AND RESPONSIBILITIES

The responsibilities of the Managing Attorney of the Housing Unit (MAU) are:

- Demonstrate a high level of professional skill, including but not limited to interviewing, fact gathering, negotiating, researching, writing, state and federal administrative procedures, and court rules,
- Demonstrate a high level of competence in housing law,
- Ensure that unit priorities are established, consistent with CLS' overall direction, and that CLS at large is kept informed of all unit priorities and changes in those priorities,
- Ensure that unit meetings take place regularly and are planned and facilitated effectively,
- Inform all unit members of larger community issues, and keep CLS at large informed of emerging needs in the substantive law area,
- Assign and ensure that the unit's legal work is accomplished effectively and that all aspects of the work are being covered, including but not limited to: individual client work, legislative and other lobbying efforts, and advocacy projects,
- Contribute to the substantive law work section of each unit member's work plan, including ensuring that all unit members are trained in the substantive law area or have a plan for being trained in the area, and that all unit members have received or have a plan to receive any necessary skills training,
- Recognize and identify leadership opportunities for all unit members as appropriate,
- Work to achieve consensus within the unit regarding the direction of the substantive law work, and make decisions when a consensus cannot be reached among the unit members,
- Ensure that all grant conditions and requirements affecting the unit are met, and collaborate with the director of development as needed to ensure grant compliance;
- Provide supportive supervision to all members of the unit; and
- Complete other tasks aligned with the role, as needed.

*Connecticut Legal Services is an equal opportunity employer and proudly values diversity.
Candidates of all backgrounds are encouraged to apply.*



REQUIRED QUALIFICATIONS

- Deep and demonstrated commitment to advocacy on behalf of low-income, vulnerable, and marginalized communities, and to CLS' mission, vision, goals, and values;
- Connecticut Bar Admission, or eligible for timely admission to practice;
- Minimum of 5 years legal practice;
- Significant experience in housing law;
- Superior oral, written communication, and editing skills;
- Excellent administrative and organizational skills;
- Management or administrative experience involving staff supervision and mentoring;
- Commitment to a flexible, comprehensive view of representation on behalf of low-income people that values both individual and systemic advocacy;
- Ability to identify and respond to shifting trends in legal practice and policies affecting the poor;
- Ability to identify creative solutions to multi-faceted legal problems;
- Willingness to travel and work among CLS' statewide offices, as needed; and
- Personal attributes including:
 - Dedication to high moral and ethical standards,
 - Commitment to teamwork and the ability to engender confidence and trust;
 - A management style that inspires and encourages professional growth in others,
 - The ability to work effectively with diverse groups and individuals, and
 - A sense of humor, sound judgment, and overall excellent "people skills".

START DATE

As soon as practicable.

COMPENSATION

Salary will be commensurate with experience and competitive in the nonprofit legal advocacy field, with extremely generous benefits.

APPLICATION INSTRUCTIONS

Applicants should send a cover letter clearly describing their qualifications, resume, 5-10 page original writing sample, and the names and contact information for three references to alupia@connlegalservices.org. CLS invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

Applications will be accepted and reviewed on a rolling basis until April 18, 2019. In order to expedite the internal sorting and reviewing process, please type your name (Last, First) and "MAU Housing Application" as the only contents in the subject line of your e-mail.

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