

## **PRO BONO INNOVATION GRANT PROJECT LEAD-CASS CORRIDOR OFFICE**

### **Organization Overview**

Lakeshore Legal Aid (LLA) strives to serve its clients in a holistic manner to address clients' legal issues and improve our communities. LLA provides free legal assistance in 47 counties in Michigan through our offices located in Detroit, Pontiac, Warren, Dearborn, Southfield, Mt. Clemens, Riverview, Port Huron, and Caro. Our work includes housing, family, and consumer, and public benefits law.

### **Position Overview**

Lakeshore has been awarded a Pro Bono Innovation Grant from the Legal Services Corporation. This is a two-year grant designed to help Lakeshore transform its pro bono department, focusing specifically on its business process and technology supports. Lakeshore is looking for someone to act as Project Lead for this grant, working closely with our business process consultant to identify problems areas, create solutions, and improve outcomes in the Private Attorney Involvement (PAI) unit.

### **Responsibilities**

- Work closely with PAI staff and project consultant to help evaluate and redesign process and procedures in the PAI unit
- Manage innovation project, including training staff on new process and procedures as they are developed
- Ensure compliance with funding requirements
- Report directly to PAI Program Manager
- Meet bi-weekly with project staff, including CEO and PAI Program Manager
- Other duties as assigned

### **Qualifications**

- Experience in project or process management preferred
- Experience working in legal services, preferably in pro bono
- Juris Doctor preferred, but not required
- Demonstrated commitment to public interest or pro bono work
- Excellent writing and oral communication skills
- Ability to organize, plan, prioritize, meet deadlines, and work under pressure
- Flexibility

### **Salary**

Salary is commensurate with qualifications and includes excellent benefits including medical, dental, vision, life insurance/AD&D, short-term disability, long-term disability, retirement plan, vacation and personal time.

To apply, send cover letter, resume and writing sample to [resumes@lakeshorelegalaid.org](mailto:resumes@lakeshorelegalaid.org).

*LLA values diversity and is an equal opportunity employer.*