

**Pro Bono Net – Disaster Response Legal Fellow
October 2017**

Pro Bono Net, a national nonprofit organization using innovative technology to increase legal assistance for underserved communities, seeks a highly qualified candidate to join our team for a one-year position as Disaster Response Legal Fellow. This position will coordinate cross-program goals related to disaster relief and work with external partners, including nonprofit legal organizations, law schools and law firms building innovative efforts to respond to the legal needs of underserved communities impacted by disasters and emergency situations. This full-time, paid position reports to the Program Director and is based in New York City. To learn more about Pro Bono Net's programs and partners, visit [Pro Bono Net Programs](#).

Disaster Response Project

The goal of this initiative is to leverage Pro Bono Net's technology expertise, resources and national networks to aid in near-term legal response efforts on Hurricanes Harvey, Irma and Maria and other recent emergencies such as the California wildfires, and to strengthen a national disaster legal response infrastructure to build capacity and resilience for future disaster and rapid-response scenarios. This initiative builds on Pro Bono Net's deep involvement in legal response efforts for vulnerable communities beginning with 9/11 through Hurricane Katrina and Superstorm Sandy, and our role on the National Disaster Legal Aid Resource Center (DisasterLegalAid.org), a joint effort with Lone Star Legal Aid, the American Bar Association, the Legal Services Corporation, the National Legal Aid & Defender Association and Texas Legal Services Center.

Project Responsibilities

Provide field support to strengthen local legal response efforts:

- Gather information from local partners to determine needs for strengthened local response
- Work to network needs among local partners in affected regions with allied efforts nationally
- Work with local partners to enhance advocacy and pro bono engagement strategies, including through the use of technology and online resources supported by Pro Bono Net
- Promote knowledge-sharing about new resources and strategies across affected jurisdictions
- Maintain reporting systems to document work with partners and facilitate cross-program knowledge sharing about needs

Coordinate expansion of pro se and pro bono use of online FEMA Appeals program:

- Work with local partners to determine pro bono and pro se needs with respect to FEMA appeals, and support the effective use of the FEMA Appeals program in disaster-affected areas
- Coordinate the creation of standard outreach and communications materials for the FEMA Appeals program, and work with partners to adapt them in local outreach campaigns
- Manage the process of having relevant materials translated into necessary languages
- Support implementation of LawHelp Interactive Connect as a tool to engage remote attorneys in helping individuals prepare their FEMA appeals claims during the short appeal window
- Work with partners to create and deliver training materials
- Track data to determine effectiveness of program
- Develop a toolkit to support rapid deployment of the FEMA Appeals program in future scenarios, with an emphasis on attorney assistance models

In coordination with Pro Bono Net's DisasterLegalAid.org partners, support expansion of website content and tools to build national capacity for long-term and future needs:

- Assist with updating website content and volunteer guide listings related to active disasters
- Work with partners to identify and publish new resources from regional efforts; assist with adapting key resources for national use
- Work with partners and other PBN staff to expand use of the platform's tools to support networking and information-sharing among advocates nationally on key areas of disaster law and effective advocacy on long-term, systemic needs
- Work with legal aid and law school stakeholders to expand resources relevant to law student engagement in disaster relief efforts
- Conduct outreach and networking to promote awareness of new resources
- Track data to determine effectiveness of program

Qualifications

- Experience working with public interest legal, pro bono or access to justice organizations strongly preferred; previous disaster experience highly valued
- Web-savvy and fluent in the use of web-based tools; demonstrated ability and strong interest in using technology to support innovative approaches to service delivery
- Demonstrated ability to lead projects and foster collaboration among diverse stakeholders
- Detail oriented and highly organized, with ability to multitask, establish priorities and achieve results
- Confident and skilled communicator (written and verbal)

- Strong self-motivation and initiative required, with ability to thrive and be resourceful in a dynamic environment with new challenges to solve
- Ability to work well with others and coordinate team projects involving on-site and remote collaborators
- Proficiency in Spanish a plus
- JD or advanced degree in law, policy or related field, or relevant work experience
- Willingness to travel occasionally, if necessary

Location and Benefits

This is a full-time, one-year position with a competitive nonprofit salary and excellent benefits, including 4 weeks paid vacation. The position will be based in our New York office but work with staff and collaborators across the country.

Application Instructions

Email resume, cover letter and references to jobs@probono.net with Disaster Response Legal Fellow in the subject heading. No calls please. Applications will be considered on a rolling basis and the start date will be as soon as possible.

Pro Bono Net is an equal opportunity employer and all interested individuals are encouraged to apply. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation.