



Clinic Supervisor – Milwaukee Justice Center Mobile Legal Clinic

JOB DESCRIPTION

About this Position

The Milwaukee Justice Center (“MJC”) is a public-private collaboration between the Milwaukee County Clerk of Courts, the Milwaukee Bar Association (“MBA”), and Marquette Law School offering self-help civil legal aid to individuals who cannot afford an attorney and who are representing themselves in Milwaukee County cases. With a staff of 6 and an annual volunteer corps of over 350, the Milwaukee Justice Center assists thousands of people in its services each year. These services include Family Forms Assistance, The MJC Mobile Legal Clinic, Parenting Conferences dispute resolution program, and a civil legal aid helpline. The MJC also hosts the Marquette Volunteer Legal Clinics at the MJC and on the Mobile Legal Clinic in the Milwaukee community.

The ***Clinic Supervisor – Milwaukee Justice Center Mobile Legal Clinic*** oversees operations for one of the MJC’s keystone projects and works collaboratively within other services areas of the MJC. This position is full time, averaging 40 hours per week, and is funded through the MJC’s partnership with Marquette University Law School (including the Mobile Legal Clinic Support Fund), the Milwaukee Bar Association and Milwaukee Bar Association Foundation. The person in this position will be employed by the Milwaukee Bar Association with job responsibilities taking place with the MJC (in person and remotely).

The Mobile Legal Clinic has a unique opportunity to embrace the new world of remote services and transform its work within the community. The program has developed relationships with many community agencies and non-profit organizations who, previous to the pandemic, hosted MVLCs at these host sites. Since June 2020, the services of the Mobile Legal Clinic have been offered remotely through video conference 2-3 times per week.

The ideal candidate will be committed to furthering the Milwaukee Justice Center’s mission of equal access to justice for all and be an outstanding collaborator. We are seeking someone who is curious, culturally humble, and interested in creative solutions to the problems facing self-represented litigants in our community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the community outreach point-person for MJC and MVLC programs.
- Collaborate with MJC and MVLC teams to develop and supervise in-person and remote clinic services each semester and summer.
- In conjunction with the MJC Fundraising Coordinator, develop and manage gift and grant applications / reports; develop plan for ongoing fundraising.
- Manage the Mobile Legal Clinic vehicle maintenance and upkeep; oversee purchase and outfitting of new Mobile Legal Clinic vehicle.
- Coordinate and supervise clinic volunteers, including law students, attorneys, and vehicle drivers.
- Assist with the development and implementation of a social media and public relations strategy.
- Participate in relevant “access to justice” committees (e.g., MBA Committee on Legal Access, MULS Coalition on Access to Legal Resources).

LICENSE/CERTIFICATION:

- Valid Wisconsin Driver's License
- Admission to the Wisconsin State Bar or admission within one year

MINIMUM QUALIFICATIONS:

- Proven ability to develop and implement program / event goals is required.
- Certification as a Notary Public in Wisconsin, or ability to become a Notary Public, is required.
- Work positively and collaboratively with MJC staff / leadership and with MJC partners.
- Communicate effectively, using excellent written and oral skills, with a variety of groups, including organization leaders, volunteers, and the general public.
- Manage time, set priorities, and accomplish project needs independently.
- Possess a J.D. from an accredited law school and a license in good standing to practice law in the State of Wisconsin, or ability to be admitted within one year.
- Experience in public service and civil legal practice, with familiarity with Milwaukee County Courts is preferred.

COMPENSATION

This position would be a member of the Milwaukee Bar Association Team at the Milwaukee Justice Center. Starting salary is \$50,000 with excellent benefits.