

**AMERICAN BAR ASSOCIATION**  
**Military and Veterans Legal Center**  
321 North Clark Street  
17th Floor  
Chicago, Illinois 60654-7598  
[www.abalegalservices.org](http://www.abalegalservices.org)

## **JOB OPPORTUNITY: Staff Attorney - Military Pro Bono Coordinator**

The American Bar Association (ABA) Standing Committee on Legal Assistance for Military Personnel (LAMP) and the ABA Military and Veterans Legal Center are seeking a Staff Attorney to work as the Military Pro Bono Coordinator to manage the daily efforts of the ABA Military Pro Bono Project, [www.MilitaryProBono.org](http://www.MilitaryProBono.org). This position is based Chicago, Illinois.

The national ABA Military Pro Bono Project accepts civil legal cases submitted online by military attorneys on behalf of active duty military members, and places the cases with volunteer attorneys throughout the nation. The Military Pro Bono Coordinator will manage all daily efforts of the Military Pro Bono Project, which includes but is not limited to:

- Communicate directly with military legal assistance offices and Judge Advocates (JAGs) who submit case referrals to the program; screen and summarize pro bono case referrals involving a diverse range of civil legal issues, including family law matters, consumer and creditor issues, landlord-tenant disputes, probate, and others; collaborate with legal organizations and associations, law firms, and individual attorneys nationwide to recruit and maintain a pro bono attorney roster; and track volunteer attorneys' case progress and monitor case outcomes.
- Maintain statistics, draft reports and publicity information, and perform public speaking to military legal leadership, ABA committees, and financial supporters.
- Complete daily online updates to the program's website to highlight open pro bono cases, news, events, along with other online website maintenance as needed, while also increasing the program's involvement with social media.
- Perform other duties as required.

### Basic Qualifications:

- Possession of a JD from an ABA-accredited law school, and licensed to practice law in a U.S. state.
- Legal experience of at least 0-3 years.
- A background in military culture is preferable.

### Preferred Qualifications:

- Previous legal practice focusing on public interest and/or experience with family law and/or military service or military-related background.
- Exceptional organizational skills, attention to detail, and writing and communication skills.
- Strong ability to work independently and juggle and plan multiple short- and long-term responsibilities.
- A high degree of experience and confidence with technology generally, and skilled with the use of Microsoft Word, Excel, PowerPoint, Adobe, and social media, along with the ability to quickly learn and utilize a variety of software and online tools.

To apply online, visit <https://usr55.dayforcehcm.com/CandidatePortal/en-US/aba> and search for position requisition number Req #144.