



JOB ANNOUNCEMENT
(Please Post)

Pro Bono Manager (Managing Attorney)
Part-Time
Temporary

POSITION: Managing Attorney – Contract (or temporary appointment)

TO APPLY: Send cover letter describing interest in the position, résumé, and three professional references (including name, title, telephone number and email) to:

Julie Aguilar Rogado, Interim Executive Director
Legal Services of Northern California
517 12th Street
Sacramento, CA 95814
jaguilar@lsnc.net

If sending application via email, please attach materials as a single PDF.

APPLICATION DEADLINE: April 10, 2026

START DATE: May 1, 2026

END DATE: October 31, 2026

ORGANIZATION DESCRIPTION:

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to people with low income, older adults, and persons with disabilities in more than 23 northern California counties. LSNC has eight field offices and several special projects.

RESPONSIBILITIES:

Under the supervision of the Interim Executive Director and direction of the permanent Pro Bono Manager (who will be on sabbatical), the temporary Pro Bono Manager will work eighty (80) percent time and will oversee the recruitment, training, supervision, and support of pro bono attorneys, law clerks, and other volunteers; provide guidance and support to managers, advocates, and development staff in their

communications to community partners, local bar associations, the judiciary, and supporters of legal services, consistent with LSNC’s mission; and implement and supervise pro bono legal clinics that provide effective advocacy for low-income people throughout northern California, in collaboration with other LSNC offices and projects.

DUTIES

1. Organize and manage LSNC’s private bar pro bono program, including development of pro bono clinic opportunities for attorneys, legal graduates, law students, and other professionals.
2. Supervise LSNC’s Pro Bono Assistant, conduct staff meetings, and ensure positive office morale.
3. Coordinate, as needed, with LSNC’s permanent Pro Bono Manager on program priorities, volunteer initiatives, and reporting.
4. Work with managing attorneys, advocates, and support staff to identify volunteer needs and make appropriate volunteer placements.
5. Recruit, screen, train, and supervise pro bono volunteers, and oversee work on client matters and pro bono clinics, including client interviews, legal research, preparation of legal documents, negotiations, administrative hearings, and litigation where appropriate.
6. Assure caseload control and compliance with applicable rules, regulations, and funding guidelines for legal services work, and handle a limited caseload.
7. Develop and maintain outreach to law schools, bar associations, and community partners, including preparing materials and communications related to pro bono opportunities.
8. Engage with client communities, local agencies, the judiciary, and the private bar regarding LSNC’s mission and pro bono initiatives.
9. Maintain volunteer rosters and program data, post opportunities on the California Pro Bono Portal, manage LSNC’s pro bono ticket system, and assist with reporting on pro bono activities for LSNC leadership, the Board of Directors, and program funders.
10. Support volunteer recognition efforts and events, including nominating exceptional volunteers for recognition by local and state bar associations, and assist with related organization events.
11. Participate with other LSNC managers in the management of the overall program, including attendance at managers’ meetings, and participate in attorney and program-wide trainings.
12. Work with LSNC’s Executive Office staff to resolve staff, client, and public grievances and ensure the financial integrity of the office, including assisting with development, administration, and reporting on grants.
13. Perform additional duties as assigned consistent with qualifications.

LOCATION

Occasional travel throughout LSNC’s service area required. Meetings and training in Sacramento. Remote work (from approved home location) is permitted if desired. In person work required for meetings, training, and other in person events.

QUALIFICATIONS

At least four (4) years substantial legal representation experience, including collaboration with law students and volunteers required. Prior experience in the representation of low-income or under-served communities strongly preferred. Knowledge of and experience with personnel management and budgeting, conflict resolution and legal case work supervision are desirable. Prior legal services management experience is highly desirable. Must be an admitted member of the California Bar.

SALARY: \$8,750 (Step 1) to \$13,541 (Step 15) per month, DOE
See LSNC's Policy on Salary Scales and Scale Placement at www.lsn.net/jobs

BENEFITS: Legal Services of Northern California offers an excellent fringe benefits plan.

LSNC provides a bilingual bonus for employees who speak a second language, other than English, commonly spoken by clients when the second language is used on the job for which the person is employed.

LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER THAT VALUES THE DIVERSITY OF ITS STAFF AND SEEKS TO FOSTER A CULTURE OF INCLUSIVITY AND BELONGING. LSNC ENCOURAGES WOMEN, NON-BINARY AND TRANSGENDER PEOPLE, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, PANSEXUAL AND QUEER PEOPLE TO APPLY.