

Revised 5/25/21

**Position Announcement**  
**Director of the Montgomery County/Prince George's County Office**  
**Homeless Persons Representation Project, Inc.**

**Our Story:**

The Homeless Persons Representation Project (HPRP) works to end homelessness in Maryland by providing free legal services, including advice, counsel, education, representation, and advocacy, to people who are experiencing homelessness or at risk of homelessness. HPRP's staff and volunteers pursue this mission by offering legal services in shelters, soup kitchens, welfare offices, community centers, and on the street. HPRP's direct representation informs broader-based systemic advocacy and impact litigation to address the root causes of homelessness.

Since its founding in 1987, HPRP has pursued impact litigation to achieve significant victories and settlements for its clients, including cases to remedy delays in government processing of subsistence benefits, and long-standing housing discrimination and residential segregation. It has also led or co-led landmark state and local policy initiatives such as the HOME Act, the Ending Youth Homelessness Act, and legislation to reform Maryland's expungement and public benefit programs. Driven by the belief in the power of people to determine their own solutions to systemic issues affecting their lives, HPRP actively engages persons with lived experience in advocacy efforts to improve tenant rights, end housing discrimination, end youth homelessness, and decriminalize homelessness.

HPRP's office in Montgomery County serves clients experiencing homelessness and housing insecurity in Montgomery County and Prince George's County through community-based legal clinics and direct representation in criminal record expungement, eviction defense, and veterans' benefits cases. HPRP's Montgomery County/Prince George's County Office participates in coalitions and engages in systemic advocacy to prohibit housing discrimination based on criminal justice involvement, ending youth homelessness, and decriminalization of homelessness.

Learn more at [www.hprplaw.org](http://www.hprplaw.org)

**Reports to:** Executive Director

**Supervises:** Paralegal and two Staff Attorneys

**Responsibilities include:**

- Supervise the staff attorneys and paralegal to encourage appropriate professional growth, provide advice and support in client matters in the areas of criminal record expungement, housing, and veterans benefits;
- Represent clients in eviction defense cases in Montgomery County;
- Oversee existing projects in eviction prevention, decriminalization of homelessness, and youth outreach and education;
- Manage the funding for Montgomery County and Prince George's County office, including work with HPRP's Development Director on grant applications, meeting with funders and pursuing other funding opportunities, manage grants and prepare grant reports;
- Maintain and strengthen HPRP's existing relationships with local government agencies and other organizations that provide services to people experiencing homelessness;
- Engage in policy work in Prince George's County and Montgomery County including state and local legislative and administrative advocacy;
- Work with HPRP staff to expand visibility of the Montgomery County and Prince George's County office;

- Participate in HPRP’s ongoing race equity work;
- Seek new opportunities to expand client services and program opportunities consistent with HPRP’s mission and current funding parameters.

Required Qualifications:

- Admitted to practice law in Maryland or other US jurisdiction. For applicants admitted in a State other than Maryland, please indicate in cover letter ability to apply for admission in Maryland or ability to sit for 2021 Maryland Bar or Attorney’s exam;
- Minimum of 5 years of legal experience;
- Direct experience working with people living in poverty with a trauma-informed approach;
- Experience in managing a large caseload, ability to prioritize legal and advocacy work in a fast paced environment;
- Experience in supervision of lawyers, paralegals and/or volunteers;
- Experience in housing law, including eviction defense;
- Excellent legal writing skills;
- Demonstrated commitment to diversity and social justice by using a personal approach that values all individuals and respects differences; and
- Ability to think strategically about expansion and visibility of HPRP’s program.

*Although the following experiences and skills are not required, they are valued for this position:*

- State and/or local level policy experience;
- Experience with Maryland District Court and Circuit Court practice;
- Ability to communicate with clients in Spanish (please note in cover letter);
- Experience with grant management and reporting;
- Experience in program development;

*Salary:* \$57,000 - \$73,000 depending on experience. Full health coverage (medical, prescription, dental) for employee plus contribution toward family coverage; long-term disability; life; ability to contribute to HPRP’s 403(b) plan (employer supplemental salary contribution determined annually); Vacation (20 days), sick leave (10 days), personal days (3 days), holidays. Some evening and weekend hours required (4-6 evening/weekend hours per month); HPRP provides for a flexible work schedule. During the COVID-19 pandemic, HPRP has created special family/dependent care leave and is primarily teleworking, with some use of office space as needed.

*To Apply:* send by email a resume and cover letter to [jobs@hprplaw.org](mailto:jobs@hprplaw.org) (and specify “Director of the Montgomery County/Prince George’s County Office” in the subject line). Writing sample and references will be requested if selected for an interview. We are looking for thoughtful, personalized cover letters that demonstrate the applicant’s qualifications, work style and interest in being part of a team working to eliminate homelessness in Maryland. We are looking for applicants who have a comprehensive understanding of oppression and structural racism, including how structural racism perpetuates barriers to housing and income. Resume reviews begin immediately and applications will be accepted until position is filled.

HPRP is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a staff, board, and volunteers with diverse personal and professional backgrounds and lived experience enhances our ability to meet our mission and creates an environment where all members of our community can thrive. We strongly encourage applications from Black people, Indigenous peoples, people of color, immigrants, persons with disabilities, members of the TLGBQIA community, people with lived experience of poverty and/or homelessness, and people from other underrepresented and historically marginalized groups.