**Pro Bono Coordinator, Staff Attorney – Central Office**

Legal Aid Services of Oregon

# Legal Aid Services of Oregon (LASO) is seeking a full-time staff attorney with a minimum of 2 years of experience. The attorney in this position teams up with two other pro bono attorneys and a pro bono paralegal to help manage LASO’s pro bono program which includes multiple individual projects and a case catalog for direct referrals on legal issues critical to low-income communities. This position is based in Portland, Oregon, and is eligible for a partial remote work option.

# Background

LASO is a non-profit organization that represents low-income clients in civil cases. LASO’s eight regional offices serve the general low-income population throughout the state, and two specialized statewide programs whose focus on services to farmworkers and on issues impacting Native Americans. LASO is an effective, high-quality legal services program that is committed to advocacy strategies having the broadest possible impact on client community problems.

# Responsibilities

The attorney in this position is responsible for creating and maintaining excellent relationships with the private bar and helping to operate pro bono projects. The attorney will help promote a culture of pro bono by promoting pro bono opportunities and representing LASO in the legal community. The staff attorney/pro bono coordinator will be responsible for conducting client intake, recruiting and mentoring pro bono attorneys, coordinating/presenting trainings, the daily operation of multiple pro bono projects, and some contract management. The functions of this position will include advising clients on legal matters but will not generally include representing clients. The attorney in this position will work with LASO Regional Offices, including extensive work with the Portland Regional Office of LASO to develop and support pro bono programs statewide.

# Qualifications

Proven interest in and commitment to advocacy for the legal rights of low-income and other vulnerable communities. Enthusiasm, creativity, good judgment, initiative, strong organization skills, ability to multi-task and willingness to work collaboratively. Experience coordinating volunteers, project management and knowledge of family law, DV/SA, elder law, consumer, and expungement law is preferred. The applicant must have strong legal advocacy, writing, and communication skills. Demonstrated understanding and commitment to anti-bias principles, cultural competency and addressing systemic racism and other forms of oppression. LASO has a hiring preference for candidates who are bilingual in Spanish and/or another language and are members of the Oregon State Bar. Availability to attend evening legal events and clinics and occasional travel.

# Salary/Benefits

Compensation is based on a 35-hour work week. Salary range is $66,200 – 73,700 for 0-5 years’ experience; $75,200 – 81,200 for 6-10 years’ experience and $82,700 - $105,200 for 11-30 years’ experience annually; salaries are determined by relevant work experience and our collective bargaining agreement. An additional $4,300 to $5,700 annually is available to bilingual staff, depending on proficiency. In addition, LASO offers a full benefits package including individual and family health, vision, and dental insurance coverage; 6% employer retirement contribution; generous paid holidays, vacation, and sick leave; and paid moving expenses.

# Closing Date

Open until filled. Review of resumes to begin on July 11, 2025.

# Applications

Send resume and letter of interest to: probonojobs@lasoregon.org

**Supplemental question (optional)**

LASO is committed to building a culturally diverse workplace centered on equity and providing an inclusive, welcoming, and culturally responsive environment for our staff and clients. How have your personal background and experiences, professional or otherwise, prepared you to contribute to our commitment to cultural responsiveness and inclusion of historically excluded populations in the legal system?

If you require reasonable accommodation for a disability during the application/hiring process, please contact Meghan Collins, Director of Administration, at Meghan.Collins@lasoregon.org.

**We celebrate diversity.**

LASO is an equal opportunity employer. We strive to reflect the communities we serve and encourage applications from individuals of all backgrounds, including but not limited to: people of color, women, LGBTQIA+ individuals, veterans, individuals with disabilities, and those from other historically underrepresented and marginalized communities.