



Civil Justice Inc.

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Project Coordinator – Foreclosure Prevention Program

Civil Justice, Inc. (CJ) is a non-profit organization providing legal services to Marylanders through a combination of in-house litigation and a network of lawyers who share a common commitment to access to justice. Over the years, CJ has successfully trained, counseled, and supported housing counselors and attorneys assisting Marylanders in danger of foreclosure. Through litigation, CJ has prevented avoidable foreclosures and has combatted predatory lending and debt collection practices.

CJ seeks a Project Coordinator to join our Foreclosure Prevention Program which provides legal assistance to Maryland homeowners, as well as training and support to housing counselors and attorneys. The project coordinator will work alongside a nationally-recognized foreclosure attorney to provide exceptional training, support, and mentorship to foreclosure prevention professionals throughout Maryland. This position reports to the Deputy Director. The Project Coordinator will:

- Assist homeowners facing foreclosure by performing client intakes, providing information, and coordinating referrals via the Maryland Justice Passport;
- Work in conjunction with CJ's contractual expert to mentor, train, and update housing counselors and attorneys on foreclosure policies, laws, as well as emerging trends and systemic issues;
- Remain current on emerging foreclosure trends, new rules, regulations, and statutes;
- Identify systemic issues and collaborate with other consumer advocates to evaluate matters potentially appropriate for impact litigation;
- Collaborate with housing counselors, attorneys, and other legal services providers on joint initiatives;
- Coordinate contract attorneys who work under stipend-based programs;
- Assist with completing grant reports on a quarterly basis;
- Assist with planning and teaching trainings for attorneys and housing counselors on foreclosure-related topics;
- Monitor the housing counselor and foreclosure attorney listservs and responds to inquiries regarding foreclosure issues;
- Perform other duties as assigned.

Requirements:

- Bachelor's degree.
- Prior project management experience preferred.

- Passion for achieving economic justice for underserved communities;
- Prior experience working on foreclosure matters, housing and/or consumer protection preferred;
- Ability to work both independently and collaboratively and as a supportive team member of a small organization; and
- Must have reliable transportation and be able to travel throughout Maryland.

The salary for this position is competitive based on experience. CJ offers a benefits package including health, dental and vision insurance, retirement, and paid vacation and sick leave. Interested candidates should apply by sending a resume and cover letter detailing the candidate's qualifications and interest in this opportunity to: cj@civiljusticenetwork.org. No phone calls please. For more information about Civil Justice, please visit us at www.civiljusticenetwork.org.