



PRO BONO INDIANA, INC.

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ProBonoIndiana.org
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Funding for this project is provided by the Indiana Bar Foundation

Position Statement Staff Attorney for Pro Bono Indiana

Position: Staff Attorney	Reports To: Associate Director for Agency Operations
Status: Exempt Full-Time	Education: Juris Doctor from an ABA Accredited Law School
Licensing: Licensed to practice law in Indiana in good standing	Experience: Previous experience with the legal community, working with disenfranchised communities, and people facing poverty is highly valued

About Us

Pro Bono Indiana is a statewide non-profit which operates to provide meaningful access to civil legal aid services through the strategic use of pro bono volunteer attorney and legal professional services.

Position Summary

This attorney position assists in PBI's mission to provide civil legal aid services through the provision of triage legal services, support of legal self-help clinics, and development of attorney involvement to facilitate pro bono placements and brief service volunteerism.

This position is intended to primarily focus on attorney support to PBI offices in the northern part of Indiana and will focus on limited legal services and volunteer legal professional support. This position is well-suited for an attorney of any experience level interested in meaningful public service.

Job Location

PBI has multiple offices across the state of Indiana which this position may be primarily seated in. Preference will be given to candidates willing to situate their primary in-person office in South Bend, Columbus, or Indianapolis. This position does expect some in-person office work and allows for some flexible remote work opportunities. Many of the position's support services to other PBI offices may be done remotely from the PBI office in which the position is seated.

Duties and Responsibilities

In order to achieve the performance standards established by the Board of Directors, the Staff Attorney shall have the following duties:

1. Provides direct legal advice to low-income residents necessary to allow placement with a pro bono attorney or to allow the litigant to complete their own matter pro se.
2. Coordinates, supervises, and assists at direct service events, such as virtual and live walk-in clinics.
3. Cultivates attorney contacts, expands volunteer attorney participation in pro bono programming, and places volunteer cases referred to the program through personal contact with volunteer attorneys.
4. Preserves case management systems and on-going contact with, and provides support to, volunteer legal professionals throughout their volunteer experience.
5. Maintains administration and compliance standards including the keeping of records up to date, tracking data and outcomes, maintaining appropriate communication and availability, and related office work.
6. Sustains relationships with, and supports as appropriate, the legal community, other legal aid providers, and community service organizations to assist in supporting wellness in our systems and our communities.
7. Maintains familiarity with relevant court procedures in the relevant service area counties and with local social service providers assisting low-income clients and works in partnership with them
8. Supports fellow staff and contributes to organizational duties as requested including attending meetings, representing PBI at appropriate stakeholder meetings, supporting organization-wide events, and participating in organizational communication efforts to enhance meaningful collaboration.
9. Works with PBI's Executive Team as needed to coordinate programming, including identifying and implementing program planning and improving service provision.
10. Complies with all relevant laws, regulations, and funder-imposed restrictions and guidelines.
11. Performs all duties with the intent to help low-income individuals, increase the number of volunteer attorneys, pro bono hours provided to clients, and case placements.

Job Requirements

The Staff Attorney shall have the ability to deal with clients, volunteer attorneys, bench officers, other staff members, and the public with tact and courtesy, and will represent the best interests of PBI and its constituents at all times. Employees perform all duties with the intent to fulfill PBI's mission and to help increase the number of volunteer attorneys, pro bono hours provided to clients, and volunteer case placements. Some intrastate travel is required. PBI is a statewide

organization. This position is intended to provide attorney-service support to PBI programming in northern Indiana.

Preferred

Preferred candidates will demonstrate a strong commitment to serving underserved and disenfranchised communities, including individuals and families experiencing poverty or crisis. Experience working with vulnerable populations, community-based services, or access-to-justice initiatives is highly valued.

Familiarity with the legal community, including experience collaborating with attorneys, courts, bar associations, or legal aid organizations, is preferred. Experience in civil legal practice areas impacting low-income populations—such as housing, family law, consumer protection, public benefits, or disaster-related legal issues—is beneficial. Prior experience coordinating volunteers, managing pro bono initiatives, or supporting community engagement efforts is also helpful.

Working Conditions

The Staff Attorney will be working in a typical legal services office environment, with regular contact with low-income clients, volunteer attorneys, bench officers, and the public. Due to the nature of legal practice, the position requires the use of independent judgment and may be stressful at times.

Wage and Benefits

Compensation is commensurate with experience. Employees are expected to work 37.5 hours a week on average. Some evening or weekend events may be necessary to execute the functions of the position. PBI provides access to health, dental, and vision benefits as well as employer provided life insurance, and a 403b retirement plan. PBI is a nonprofit allowing for qualifying employee access to Federal Public Student Loan Forgiveness programs. PBI has a competitive vacation and sick time policy and offers 12 paid holiday days plus three floating paid holidays.

To Apply

Please send your resume and letter of interest to max.happe@probonoindiana.org.

Last Updated: May 2026