



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 IBF Legal Fellow

Position: IBF Legal Fellow - 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; or expects to be licensed in Indiana this year.	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 nonprofit 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 Legal Fellow will play a key role in strengthening Indiana's civil legal aid infrastructure by helping to build and implement a coordinated disaster relief and emergency response legal assistance system for communities across the state. Through this work, the fellowship will expand access to critical civil legal services for Indiana residents facing the aftermath of natural disasters, emergencies, and other crises, while also enhancing long-term support for underserved and rural populations.

The Fellow will advance PBI's mission to provide civil legal aid services to Indiana residents in need through triage legal services, support for legal self-help clinics, and the development of attorney engagement to facilitate pro bono placements and legal volunteerism. By collaborating with legal aid organizations, community partners, and members of the Indiana Bar, the Fellow will help create sustainable systems that improve the delivery of legal assistance to vulnerable individuals and families throughout Indiana.

This two-year fellowship, supported by the Indiana Bar Foundation, is designed to strengthen Indiana's civil legal aid disaster and emergency response framework and expand rural county legal services statewide. The Fellow will engage in program development, coordination, and direct legal services to help ensure that Hoosiers affected by disasters and emergencies can access timely legal support and resources when they are needed most. The fellowship will also promote greater pro bono engagement among Indiana attorneys, building a stronger statewide network of legal volunteers prepared to respond to community needs.

This prestigious fellowship is limited to recent law school graduates (within the past two years), outgoing judicial law clerks, or current law students graduating this academic year.

Job Location

PBI has offices across Indiana. The fellow is intended to be seated in PBI's central office in Evansville, Indiana. This position does expect some in-person office work, some intrastate travel to facilitate services to impacted and rural communities, and allows for some flexible remote work opportunities.

Fellowship specific goals:

1. Work collaboratively with our legal aid system to build a coordinated disaster legal response network, expand pro bono engagement, and increase access to legal services affected by disasters.
2. Strengthen the capacity of civil legal aid organizations to respond effectively to disasters.
3. Establish a coordinated disaster legal response framework for Indiana.
4. Expand pro bono engagement among members of the Indiana bar
5. Improve access to civil legal assistance for disaster-impacted communities.

Duties and Responsibilities

This Attorney-Fellow shall have the following duties:

1. Provides direct legal services 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 legal service clinics.
3. Cultivates attorney contacts, expands volunteer attorney participation in pro bono programming, and assists in placement of 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.

Requirements

This prestigious fellowship is limited to recent law school graduates (within the past two years), outgoing judicial law clerks, or current law students graduating this academic year.

The Fellow 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. A valid Indiana driver's license is required. PBI is a statewide organization and this position will assist in expanding access to justice and civil legal services to rural and underserved communities.

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 Fellow 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.

The Fellow is eligible for professional development opportunities including attending national legal aid conferences, some student loan repayment assistance, licensing and registration fees, bar review course tuition as applicable, and leadership development programming.

To Apply

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

Last Updated: May 2026