



Position Title: Volunteer Legal Counsel

Position Description: HSP seeks a capable and experienced attorney that is willing to provide pro bono review of the organization's contractual agreements, in addition to offering insight regarding labor and employment practices. The volunteer will work to reduce HSP's legal liabilities while ensuring the development of policies and procedures that are in keeping with industry best practices.

Supervisor: Ruth Carski **Supervisor Phone #:** 410-386-6627

Responsibilities:

- Conduct legal research and analysis
- Advise HSP leadership on matters pertaining to labor and employment practices
- Review contractual agreements for thoroughness and clarity
- Work with Human Resources to revise organization's policies and procedures
- Develop practical legal solutions to meet organizational goals and objectives
- Report out to board of directors and executive leadership regularly
- Develop and maintain strong working relationships with all relevant staff members

Qualifications:

- Juris Doctor degree from an accredited U.S. law school
- Able to furnish work history and professional references upon request
- Bar admission and active license to practice law in the state of Maryland
- Experiencing working with non-profit upper management preferred
- Excellent verbal and written communication skills
- Ability to exercise sound judgement and analytical thinking
- Excellent organizational skills and an eye for detail

Hours: Volunteer needed on an on-call basis. Potentially erratic hours can include nights and weekends.

Compensation: This is an unpaid volunteer opportunity.

Work Location: 10 Distillery Dr, Westminster, MD 21157. Not accessible by public transit. Volunteers must have access to reliable transportation. The volunteer may choose to work remotely.

Contact: volunteers@hspinc.org