

Massachusetts Access to Justice Commission

Position Description – Part-Time Consultant

The Massachusetts Access to Justice Commission (Commission) is seeking a part-time consultant to oversee the activities of the Commission, working closely with the Commission's Co-Chairs. The 30-member Commission, appointed by the Massachusetts Supreme Judicial Court, is charged with providing leadership, vision and coordination in the search for "equal justice for all persons in the Commonwealth." In its twelve-year history, the Commission has often been at the forefront of developing and nurturing innovative access to justice projects. The consultant will ensure that the Commission will continue to have a meaningful impact on the administration of justice in the state, and beyond.

The consultant's expected duties and necessary skills are as follows:

- Provide strategic guidance on access to justice issues
 - Responsibilities
 - Work closely with Co-Chairs, providing strategic guidance and insight on nationwide access to justice initiatives
 - Monitor new state and federal rule-making, policies, resources, etc. to ensure that the Commission pursues cutting edge initiatives supporting access to justice
 - Collaborate with the judiciary, legal service providers, social workers, pro bono attorneys, the private bar, and others to continue to strengthen our existing initiatives
 - Skills needed:
 - Demonstrated familiarity with state civil justice systems and, in particular, that in Massachusetts
 - Demonstrated familiarity with access to justice initiatives in Massachusetts and beyond
 - Demonstrated ability to work with diverse constituencies and to engage a broad range of stakeholders in the Commission's work
- Manage the Commission's Day-to-Day Activities
 - Responsibilities:
 - Oversee key operational functions to carry out the priorities of the Commission, such as preparing Commission agendas, staffing commission and committee meetings, and monitoring progress of all committees
 - Publicize the work of the Commission to enhance the public's knowledge on access to justice issues by, for example, updating the Commission's website
 - Support the Trial Court's strategic planning initiatives relating to access to justice

- Skills needed:
 - Proven management skills
 - Excellent written and verbal communication skills
 - Ability to work well with, and motivate, a variety of stakeholder volunteers
- Provide insights into the civil legal aid aspect of the Commission's work
 - Responsibilities:
 - Advise the Co-Chairs and the Commission on relevant issues relating to civil legal aid
 - Keep abreast of funding, and funding sources, for civil legal aid – within the state, in other states, and nationally
 - Draft requested letters of support for the Commission's legal aid partners for statewide impact grants or other financial support (e.g., LSC, MLAC, and LSC/TIG)
 - Skills needed:
 - Demonstrated knowledge and experience with the Massachusetts civil justice system; in particular, experience working for/with Massachusetts-based legal aid organization(s)

J.D. required, with a preferred ten years of experience as an attorney. The part-time consultant would work approximately 20 hours/week, under a one-year contract which will further specify the consultant's duties and responsibilities, subject to renewal. The Commission Co-Chairs will supervise the consultant's work.

Please send a resume and cover letter to Commission Co-Chair Susan Finegan, Esquire by email (sfinegan@mintz.com) by August 1st.