

# SOUTH JERSEY LEGAL SERVICES, INC.

DOUGLAS E. GERSHUNY, ESQUIRE  
Executive Director

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## FOR IMMEDIATE PUBLICATION

## POSITION AVAILABLE

**Date:** September 17, 2021

**JOB TITLE:** Bankruptcy Law Coordinator – Management

**SUPERVISOR:** Executive Director

## JOB SUMMARY:

Under the direction of the Executive Director and the SJLS executive team, and in coordination with the Director of Pro Bono Services and other SJLS managers and staff, the Bankruptcy Law Coordinator provides high quality legal services, training and outreach to SJLS clients in a variety of bankruptcy and related matters; identifies systemic and institutional issues affecting SJLS clients in bankruptcy and related matters and coordinates program-wide trainings on how bankruptcy and other related fields of law; coordinates the preparation and presentation of bankruptcy-based educational services for pro bono attorneys; organizes and offers bankruptcy, debtor education, financial management, debt collection and other related seminars to the community and current SJLS clients and involves law students in the delivery of these legal services; oversees all aspects of the South Jersey Bankruptcy Practitioners Group (SJBPG); acts jointly with the Director of Pro Bono Services as liaison with Rutgers Law School; coordinates with the Director of Pro Bono Services to oversee all pro bono bankruptcy cases; and assists with the recruitment of pro bono attorneys.

**SPECIAL DUTIES:**

- Organize the preparation and presentation of bankruptcy based educational services to SJLS in-house staff including the following bankruptcy law and practice, and its intersection with family law, housing law, foreclosure law, consumer law, tax law, elder law, and other substantive areas of law;
- Oversee all aspects of the South Jersey Bankruptcy Practitioners Group (SJBPG);
- In coordination with the Director of Pro Bono Services, organize Continuing Legal Education (CLE) seminars for pro bono attorneys and the South Jersey Bankruptcy Practitioners Group (SJBPG);
- Organize and offer debtor education seminars to the community and current SJLS clients, including but not limited to Bankruptcy Basics, Use of Credit, Budget Counseling and Debt Collection;
- In coordination with the Director of Pro Bono Services, act as liaison with Rutgers Law School to strengthen the relationship with Rutgers and coordinate law student internship opportunities between Rutgers and SJLS;
- Coordinate with the Director of Pro Bono Services in overseeing all pro bono bankruptcy cases and work with clients to ready files for placement with pro bono attorneys;
- Assist in recruitment of pro bono bankruptcy attorneys;
- Participate in staff, working group, and case strategy meetings;
- Serve as a resource on bankruptcy law to both SJLS in-house staff and pro bono attorneys;
- Participate in community outreach and community legal education;
- Develop new ideas and methods to provide service to clients;
- Develop legal education activities in the Legal Services and local bar communities;
- Prepare and assist in preparation of reports as needed;
- Timekeeping;
- Other duties as assigned.

**REQUIREMENTS:**

- Admission to the Bar of New Jersey preferred but not required. Must be a member of the Bar in any State and/or be eligible and willing to take the next available New Jersey Bar Exam;
- A minimum of ten (10) years of bankruptcy law experience;
- A minimum of ten (10) years of training related experience, with a preference for CLE and/or Inn of Court presentation experience;
- Ability to relate to low income clients and groups with demonstrated interest in poverty law issues and/or public interest service;
- Demonstrated strong organizational, interpersonal and leadership skills,
- Demonstrated strong writing skills required;

- Vision to continuously assess the needs of the bankruptcy related programs, ability to adapt to the changing needs of the attorneys and clients involved, and initiative to propose creative solutions to meet these needs;
- Must have use of a car and willingness to travel throughout the entire SJLS service area.

**APPLICATION PROCEDURE:**

Qualified applicants with an interest in this position should send resume, writing sample and cover letter expressing interest in this position to: Brittani Morris, PHR, SHRM-CP, Director of Operations, South Jersey Legal Services, Inc. 745 Market St. 2<sup>nd</sup> Floor, Camden, NJ 08102 or via email at [BMorris@lsnj.org](mailto:BMorris@lsnj.org). EOE/AA Employer.