

About the Organization

The Commons Law Center is on a mission to revolutionize access to basic legal services for underserved Oregonians, and we are looking for talented and passionate professionals to join us. We are a 501(c)(3) nonprofit that provides legal services on a sliding scale basis and practical training for new legal professionals.

The Commons is providing stabilizing civil legal services to Oregonians who live below 400% of the federal poverty level. Practice areas include family law, tenant law, estate planning, and probate.

Modern business practices and technology help drive the costs out of legal services delivery. Philanthropic donations act like seed capital to stand-up new programs or strategically grow existing ones, with the goal that fee-generating activities become self-sustaining, or come close. Earned revenue supports 70-90% of the annual operating budget.

About the Role

The Commons Law Center seeks a law school graduate interested in participating in the Supervised Practice Portfolio Examination (SPPE) program as an alternative to the bar exam OR a licensed Oregon attorney in their first few years of practice to join our Estate Planning and Probate Program as a Fellow Attorney. We designed our three-year fellowship program to train new lawyers in law practice methods that financially sustain them while expanding legal services to underserved communities. Fellow Attorneys in the Estate Planning and Probate Program are counselors, advisors, strategists, problem solvers, and, sometimes, litigators.

Roles & responsibilities:

- Utilize program infrastructure to scale service delivery, including document automation, workflow management systems, templates, and forms;
- Commit to learning how to provide limited scope legal services to scale access to legal help;
- Collaborate with the program team, including director, other fellows, paralegals, and clerks, and with the broader organization to deliver and improve services;
- Support community legal education program development, including outreach, curriculum building, workshops, networking, and ambassadorship;
- Use the organization's tech stack to optimize workflow and communications;
- Use and help build the organization's internal knowledge base regarding substantive legal and operational issues;
- Manage communication with clients, opposing parties, and attorneys;
- Do extensive, substantive estate planning and probate law work, including drafting of core estate plan documents, drafting all required probate filings including managing estate inventory and accounting, researching estate planning and probate legal questions, assisting clients with specific probate and estate planning questions, assisting with estate plan signings, trust administration work, analyzing real property questions related to estate planning and probate; flagging and researching tax issues related to probate and estate planning; and
- Help make it fun because life is too short for work to be a bummer.

Requirements: Graduate from an ABA accredited law school who has either passed the bar or meets the requirements for and is planning on participating in the Supervised Practice Portfolio Examination (SPPE).

Our goal is for lawyers to leverage their three-year fellowship to confidently step into their next career phase. That might involve starting your own practice, working for another firm, or even staying on with The Commons to help build our organization in a more senior role. Wherever you envision your career path taking you, we hope you'll consider starting it with The Commons Law Center. We are one of the only places where you will learn an entrepreneurial approach to lawyering, gain new skills using organized training pathways, and help shape the future of legal services while you grow as a lawyer. All while providing critical services to communities that need them.

Salary: \$50,000

Benefits: REMOTE WORK, employer-sponsored health and dental care, paid vacation, and flexible schedule.

To Apply: Please send a single PDF to jobs@thecommonslawcenter.org with cover letter, resume, unofficial transcript (if applicable), three references, and short writing sample.

Spanish speaking applicants are strongly encouraged to apply.