

## Deputy Director

Vermont Legal Aid (VLA) seeks a Deputy Director with skill and proven experience in partnering with staff, funders and other stakeholders to support all aspects of VLA's advocacy and operations.

The Deputy Director's job duties include: furthering VLA's strategic goals and priorities across all projects and offices; helping to insure that all litigation is done at the highest levels of competence; assisting the Executive Director plan and maintain fiscal stability for VLA; developing and improving administrative policies; and supervising VLA Project Directors.

Applicants must be licensed to practice law in the State of Vermont, or eligible for admission to the bar on waiver, with at least 10 years of experience providing legal assistance to clients relevant to VLA's work; must have significant experience in the management, administration and leadership of a legal services program or law firm; demonstrable organizational skills and understanding and familiarity with budgeting, spreadsheets and other elements of fiscal management; and experience teaching and training on litigation skills and other advocacy disciplines. Salary is commensurate with experience.

Send cover letter, resume, contact information for three references, and writing sample by **May 2<sup>nd</sup>, 2014** to:

Eric Avildsen, Executive Director  
c/o Sandy Burns  
Vermont Legal Aid, Inc.  
P.O. Box 1367  
Burlington, VT 05402

or email to [sburns@vtlegalaid.org](mailto:sburns@vtlegalaid.org)

Equal Opportunity Employer - women, minorities and persons with disabilities encouraged to apply.

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