



Job Announcement
Staff Attorney, Foreclosure Prevention Unit

The Brooklyn Bar Association Volunteer Lawyers Project (“VLP”) has an exciting opportunity for an attorney admitted to practice in New York State to serve as a Staff Attorney in its Foreclosure Prevention Unit. Litigation experience and/or experience representing litigants in foreclosure matters is preferred but not required. Experience with low-income clients, and familiarity with public benefits, bankruptcy, consumer debt, and housing law is helpful but not required. We value strong organizational, interpersonal, communication, writing and computer skills. Fluency in another language besides English is helpful, but not required.

Responsibilities:

- Recruit and advise volunteer attorneys providing pro bono representation to VLP clients by conducting CLE trainings and presentations on foreclosure law
- Mentor and support volunteer attorneys handling foreclosure cases, and law students attending legal clinics
- Maintain a caseload of foreclosure matters in all phases of litigation, including settlement conferences, motion practice, trials and Chapter 13 bankruptcy proceedings
- Coordinate and attend real estate closings for Short Sales and Traditional Sales, when appropriate
- Negotiate various contracts and settlements, including Deed-In-Lieu agreements, forbearance, and real estate sales contracts
- Conduct intakes, community outreach, and provide advice and brief services to Brooklyn residents who are proceeding pro se in foreclosure matters
- Staff foreclosure clinics in Supreme Court and Brooklyn Borough Hall, including recruitment and supervision of volunteers and law students
- Serve on committees, task forces and panels relating to policy issues and reform efforts
- Assist with grant reports and proposals

Qualifications:

- Admission to New York State Bar
- 2-years of litigation or foreclosure experience after admission to the NYS Bar preferred
- Passion for social justice and pro bono
- Exceptional attention to detail
- Strong problem-solving, interpersonal, and oral and written communication skills
- Flexibility, creativity, and a sense of humor

- Ability to thrive in a fast-paced environment and prioritize while working under multiple deadlines
- Outgoing and professional demeanor for interacting with a wide range of individuals from different cultures and backgrounds
- Prior bankruptcy experience a plus

Salary:

Competitive and commensurate with experience. Benefits include medical, dental, vision, life and long-term disability insurance, 401K plan with employer match, flexible spending accounts, pre-tax transit program, and liberal vacation policy.

About Us:

Since 1990, the Brooklyn Bar Association Volunteer Lawyers Project, a 501(c)(3) non-profit organization, has been committed to the premise that no New Yorker should be denied access to justice because of poverty, and that the private bar can provide a powerful force to ensure equal access through its pro bono efforts. Learn more about the VLP by visiting our website: www.BrooklynVLP.org.

Application:

Email resume, cover letter, and salary requirements to Jobs@Brooklynvlp.org. Only qualified applicants will be contacted for an interview. No phone calls, please.

The Brooklyn Bar Association Volunteer Lawyers Project is an equal opportunity employer.