



## **Job Announcement Staff Attorney, Consumer Law**

The Brooklyn Bar Association Volunteer Lawyers Project (VLP) has an exciting opportunity for an experienced attorney to serve as a Staff Attorney for its consumer law practice. The Staff Attorney will oversee all aspects of VLP's Volunteer Lawyer for the Day Consumer Debt Program (VLFD) program, and will work with VLP's Director of Legal Services and staff to strengthen the VLP's consumer debt practice, including Chapter 7 bankruptcy, Fair Debt Collection Practices Act practice, and The Civil Legal Advice and Resource Office (CLARO), which delivers critical advice and representation to hundreds of litigants a year. The Staff Attorney will have the unique opportunity to shape VLP's work and leadership in an evolving practice area as the economic crisis continues, requiring innovative and coordinated responses. Experience with consumer debt and bankruptcy matters is highly desired. Experience with low-income clients, and familiarity with public benefits, family law, and housing law is preferred but not required. We value strong organizational, interpersonal, communication, writing and computer skills. Supervisory, management or teaching experience is helpful, but not required. Fluency in another language besides English is helpful, but not required.

### **Responsibilities:**

- Manage all aspects of the VLP's VLFD program
- Recruit volunteer attorneys to provide pro bono representation to VLP clients by conducting CLE trainings and presentations on consumer debt and bankruptcy
- Mentor and support volunteer attorneys, law students, and staff handling consumer debt and bankruptcy matters
- Oversee CLARO clinics in Civil Court, including staffing, recruitment and supervision of volunteers and law students
- Maintain a caseload of consumer debt and bankruptcy matters
- Provide advice and brief services to Brooklyn residents who are proceeding pro se in consumer debt and bankruptcy matters
- Prepare program reports, and assist with grant reports and proposals as needed

### **Qualifications:**

- Admission to NYS Bar and at least 2-5 years of experience litigating cases in New York State; admission to the Federal Bar will be required after hire
- Strong negotiation skills
- Passion for social justice and pro bono
- Exceptional attention to detail
- Strong supervisory, 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

**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](http://www.BrooklynVLP.org).

**Application:**

Email resume, cover letter, and salary requirements to [Jobs@Brooklynvlp.org](mailto: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.*