BROOKLYN BAR ASSOCIATION VOLUNTEER LAWYERS PROJECT

Job Announcement
Senior Staff Attorney

The Brooklyn Bar Association Volunteer Lawyers Project (VLP) has an exciting opportunity for an experienced attorney to serve as its senior staff attorney in its foreclosure and consumer debt practices. The senior staff attorney will have the unique opportunity to shape VLP's work and leadership in evolving practice areas as the economic and foreclosure crises continue, requiring innovative and coordinated responses. The senior staff attorney will help lead the VLP's foreclosure prevention work which delivers critical advice and representation to hundreds of Brooklyn homeowners facing foreclosure every year. The senior staff attorney will represent low-income homeowners in foreclosure matters and consumers in consumer law matters such as Chapter 7 bankruptcy, Fair Debt Collection Practices Act practice, and The Civil Legal Advice and Resource Office (CLARO). The senior staff attorney will recruit, train, and supervise volunteer attorneys and law students to represent VLP clients in consumer and foreclosure matters. Litigation experience in foreclosure law is required. Strong supervisory and management experience and experience in consumer law matters is preferred. New York State Bar admission is required. Experience with low-income clients, and familiarity with public benefits, family law, and housing law is preferred. Experience in grant reporting and program analysis is beneficial but not required. We value strong organizational, interpersonal, communication, writing and computer skills.

Responsibilities:

- Take a lead role in overseeing the VLP's foreclosure practice
- Recruit volunteer attorneys to provide pro bono representation to VLP clients by conducting CLE trainings and presentations on foreclosure, consumer debt, and bankruptcy
- Mentor and support volunteer attorneys, law students, and staff handling foreclosure, consumer debt and bankruptcy matters
- Oversee consumer, OATH, and foreclosure court clinics, including staffing, recruitment and supervision of volunteers and law students
- Maintain a caseload of foreclosure, consumer debt and bankruptcy matters
- Conduct intake and provide advice and brief services to Brooklyn residents who are proceeding pro se in foreclosure, consumer debt and bankruptcy matters
- Conduct and organize community outreach and "know your rights" presentations
- Provide financial counseling to foreclosure clients
- Prepare grant reports and proposals
- Ensure milestones and programmatic goals are met
- Participate in strategic planning, program assessment, special projects and initiatives, and other organizational work as needed
- Serve on committees, task forces and panels relating to policy issues and reform efforts

Qualifications:

- Admission to NYS Bar and at least 2-5 years of experience litigating foreclosure cases in New York State
- Passion for social justice and pro bono
- Exceptional attention to detail
- Strong negotiation and litigation skills
- 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
- Experience with transactional real estate and litigation, and with Chapter 7 and/or Chapter 13 bankruptcy filings is preferred
- Fluency in Spanish is helpful but not required

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 (VLP), 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 and cover letter to Jobs@Brooklynvlp.org. Only qualified applicants will be contacted for an interview. No phone calls, please.

The VLP is an equal opportunity employer.