

**Job Announcement  
Staff Attorney****ORGANIZATION DESCRIPTION**

In 1990, having witnessed growing disparities of legal resources and representation throughout Brooklyn's judicial system, attorneys in Brooklyn joined together to found the Brooklyn Bar Association Volunteer Lawyers Project (VLP) to help close the justice gap. Guided on the principle that all people should be valued and provided with equal opportunities and resources, the VLP's mission and vision is to ensure that the legal system is accessible to those who, because of special needs or the overwhelming burden of poverty, would not otherwise have their rights protected or their voices heard. At the heart of the VLP's model is the recognition that the pro bono commitment of the private bar can be most effective for underserved residents of Brooklyn to access justice. For more information visit [www.brooklynvlp.org](http://www.brooklynvlp.org).

**POSITION OVERVIEW**

The Brooklyn Bar Association Volunteer Lawyers Project (VLP) has an exciting opportunity for an attorney to serve in its foreclosure and consumer debt practices. The attorney will have the unique opportunity to shape the VLP's work and leadership in evolving practice areas as the economic and foreclosure crises continue, requiring innovative and coordinated responses. The 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 staff attorney will represent low-income homeowners in foreclosure matters and in Department of Building cases at OATH, 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 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 and in consumer law matters is preferred.

**KEY RESPONSIBILITIES**

- 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
- 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 is required
- 2-5 years of experience litigating foreclosure cases in New York State is preferred

- Experience with consumer debt matters, transactional real estate and litigation, and with Chapter 7 and/or Chapter 13 bankruptcy filings is preferred
- Passion for social justice and pro bono
- Exceptional attention to detail
- Strong negotiation and litigation skills
- Strong problem-solving, interpersonal, and oral and written communication skills
- Supervisory experience preferred
- 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
- Fluency in Spanish is helpful but not required

**SALARY**

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

**APPLICATION**

Email resume and cover letter to [Jobs@Brooklynvlp.org](mailto:Jobs@Brooklynvlp.org). Only qualified applicants will be contacted for an interview. No phone calls, please.

*The VLP is an equal opportunity employer. We actively recruit and seek to grow and maintain a diverse staff, including but not limited to race, ethnicity, and national origin; disability; socioeconomic background; and sexual orientation and gender identity.*