

**Eviction Prevention Staff Attorney – Full-time, salaried, exempt
Volunteer Lawyers Project of CNY, Inc.**

The mission of the Volunteer Lawyers Project of CNY, Inc. (VLP) is to provide access to justice through engaging the legal community in volunteer service to those in need. VLP receives funding from a variety of public and private sources and enjoys strong support of local bar associations.

Position Description

Reporting to the Program Director for Eviction Prevention, seeks a full-time Housing and Eviction Prevention Staff Attorney.

Duties to include:

- Engaging in effective verbal and written advocacy and negotiations on behalf of low-income tenants facing summary eviction proceedings in a high volume, fast-paced trial court environment;
- Conducting intake and follow up interviews with clients;
- Drafting, including motions, client statements, and affidavits;
- Preparing court communications and filings;
- Regular communication with clients and work to advance client cases, including following up with clients and courts to obtain necessary documentation;
- Conduct legal research as needed to support the program;
- Assist with creation of effective educational materials and presentations to support volunteer attorneys, clients, community partners, and staff;
- Maintain up-to-date client files, and lead all aspects of client case management, including some data entry and use of case management software;
- Maintain client confidentiality and treat clients with dignity and respect, honoring their lived experiences and focusing on their strength when helping to find solutions to their problems;
- Ability to work calmly and respectfully with people facing crises or significant problems;
- Conduct community outreach events and training programs;
- Help with grant reporting as requested by grants management team;
- Design client outreach, communication and training materials;
- Assist in any other matters or programs in the organization as needed or directed.

Minimum Qualifications:

- Juris Doctorate Degree and admission to NY State Bar
- Experience with volunteer engagement.
- Experience working with (or volunteering with) vulnerable and diverse populations preferred.
- An interest in housing and social justice issues

Traits of our ideal candidate:

- Positive attitude and flexibility – willingness to jump in and help out wherever needed.
- Team player who works respectfully with all staff members to analyze and solve issues as they arise.

- Fully embrace mission and purposes of the organization.
- Maintain high standards of professional demeanor, including in communications with funders, staff, volunteers and clients.
- Strong work ethic, ability to work productively in a fast-paced environment.
- Strong organizational skills including the ability to manage multiple projects and details simultaneously.
- Ability to work with sensitive and confidential information.

We expect this position to mainly be in-person, as dictated by court appearance requirements, with some opportunity for hybrid or work from home hours each week. Expectation of willingness to attend court, community outreach events, and meet with clients as necessary in person using proper social distancing (VLP will provide appropriate personal protective equipment including masks and dividers). For the safety of our clients, community and staff, all VLP staff must be fully vaccinated for COVID-19.

Applicants should send resume to: Sally Curran, Executive Director, at ExecutiveDirector@vlpcny.org

VLP is an equal opportunity employer. VLP seeks to hire individuals from diverse backgrounds and with diverse experiences who are professional, collaborative, and creative thinkers with a passion for our mission.