

**Tenant Defense Staff Attorney, Northern NY Counties – Full-time, Salaried, Exempt
Volunteer Lawyers Project of CNY, Inc. (VLPCNY)**

Our Mission

The **Volunteer Lawyers Project of CNY, Inc.** is committed to ensuring access to justice by engaging the legal community in service to those who need it most. We provide free legal assistance to individuals and families who are unable to afford representation. With strong support from public and private funders, as well as local bar associations, VLPCNY continues to be a vital resource for the Central and Northern New York region.

Position Overview

We are seeking a dedicated and compassionate **Tenant Defense Staff Attorney** to provide legal services to low-income tenants—particularly **undocumented immigrants and families at or below 80% Area Median Income (AMI)**—who are facing eviction and the threat of homelessness. This position will serve **Clinton, Essex, Franklin, Hamilton, and St. Lawrence Counties** as part of our expanding regional eviction defense efforts.

The Staff Attorney will report to the Program Director for Eviction Prevention and play a central role in preventing displacement by offering direct legal representation, education, and outreach to vulnerable community members.

Key Responsibilities

- Provide legal representation to tenants in summary eviction proceedings in Town, Village and City courts throughout the region.
- Advocate on behalf of **undocumented immigrants and other vulnerable populations** at risk of eviction.
- Conduct intakes and follow-up client interviews to assess eligibility and legal needs.
- Draft legal documents including motions, affidavits, and court filings.
- Maintain regular contact with clients, gather documentation, and track case progress.
- Perform legal research and prepare materials to support casework and broader program efforts.

- Offer referrals and guidance to tenants regarding available financial aid, legal services, and community resources aimed at resolving issues that may lead to eviction.
 - Collaborate with partner organizations to provide holistic services that promote housing stability.
 - Design and conduct outreach and educational events to inform the community about tenant rights, legal services, and eviction prevention assistance.
 - Create training materials and informational resources for clients, volunteers, and community stakeholders.
 - Maintain accurate client records using case management software and ensure compliance with grant reporting requirements.
 - Uphold strict client confidentiality and engage clients with empathy and respect.
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Required Qualifications

- Juris Doctor (J.D.) and admission to practice law in New York State.
 - Passion for housing justice and defending tenant rights.
 - Experience or strong interest in working with immigrant communities and other underserved populations.
 - Demonstrated commitment to social justice, public interest law, or legal aid.
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Ideal Candidate Traits

- Flexible, team-oriented, and eager to support colleagues in a collaborative work environment.
- Strong oral and written communication skills.
- Comfortable working in high-pressure situations with people experiencing crisis.
- Organized and detail-oriented, capable of managing multiple cases and priorities simultaneously.
- Proficient in handling confidential information with care and professionalism.
- Committed to the mission and values of VLPCNY and eager to grow within a community-centered legal nonprofit.

Work Environment & Expectations

This position will be primarily remote and work from home except that the position requires **in-person presence nearly daily at court appearances, outreach events, and client meetings**. This position is expected to represent tenants throughout the region in a variety of Town, Village and City courts, so the candidate must have reliable transportation to travel between courts. Mileage for work-related travel will be paid. Supervision will be remote.

Compensation & Benefits

- **Starting salary: \$75,000/year** for entry-level attorneys, with a higher starting salary for those with relevant experience.
 - Competitive benefits package, including health insurance, PTO, and professional development support.
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To Apply

Please send your **resume and cover letter** to:

Samantha A. Aguam, Esq.

Email: saguam@vlpcny.org

Applications will be reviewed on a rolling basis. Early applications encouraged.

Our Commitment to Diversity, Equity, and Inclusion

VLPCNY is proud to be an **equal opportunity employer**. We are committed to building a team that reflects the diversity of the communities we serve and encourages applicants from all backgrounds and experiences to apply.