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## **JOB ANNOUNCEMENT STAFF ATTORNEY**

### **ORGANIZATION DESCRIPTION**

Founded in 1990, Access Justice Brooklyn (AJB) is a nonprofit organization that provides high-quality, pro bono legal services and community education to our neighbors in need. Using the collective talents of our dedicated staff and volunteers, we help ensure a more accessible legal system and equitable Brooklyn. AJB envisions an equitable Brooklyn where everyone knows their rights and has access to legal support. To achieve this vision, our dedicated staff and volunteers provide direct civil legal services and assistance to low-income Brooklyn residents in areas that address essential aspects of life, such as family stability, aging safely and comfortably, personal finances, housing, and freedom of movement. Staff also participate in and facilitate clinics, hotlines, and other types of legal education.

Learn more about Access Justice Brooklyn by visiting [www.accessjusticebrooklyn.org](http://www.accessjusticebrooklyn.org).

### **POSITION OVERVIEW**

Access Justice Brooklyn (AJB) has an exciting opportunity for an attorney to serve in its homeowner assistance and consumer debt practices. The attorney will represent low-income homeowners in foreclosure matters and in administrative hearings before the Office of Administrative Trials and Hearings (OATH) and clients 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 attorney will have the unique opportunity to help shape AJB's work and leadership in evolving practice areas as the economic and foreclosure crises continue, requiring innovative and coordinated responses. In addition to working directly with clients, the attorney will recruit, train, and supervise volunteer attorneys and law students to represent clients in consumer and homeowner matters.

### **KEY RESPONSIBILITIES**

- Recruit volunteer attorneys to provide pro bono representation to 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
- Assist in overseeing consumer and foreclosure court clinics, including staffing, recruitment and supervision of volunteers and law students
- Maintain a caseload of homeowner assistance, consumer debt, and bankruptcy matters
- Assist with the litigation of Environmental Control Board/Department of Buildings violations before OATH
- 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

- Seek out and cultivate new relationships with community organizations, elected officials, and social service organizations to reach new clients
- Participate in workshops, walk-in clinics, community information initiatives, and program assessment work in collaboration with new and existing partners
- In collaboration with the pro bono director and coordinator, oversee and create clinics and other pro bono opportunities as appropriate for law firms and other volunteers, including staffing, recruitment and supervision of volunteers and law students
- Serve as a resource to staff on homeowner assistance and consumer debt issues, including conducting intake and assessing the legal issues of prospective clients and the suitability of cases for referral to volunteer attorneys
- Prepare program reports and assist with grant reports and proposals as needed
- Participate in special events, including both fundraising and volunteer recognition events
- Serve on committees, task forces and panels relating to policy issues and/or legislative reform efforts impacting AJB's clients
- Participate in strategic planning, program assessment, special projects and initiatives, and other organizational work as needed

## **QUALIFICATIONS**

- Admission to NYS Bar is required
- 1 year of litigation, consumer debt, bankruptcy, and/or foreclosure experience after admission to the NYS Bar 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
- 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**

Salary range is \$70,000-90,000 depending on 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@accessjusticebk.org](mailto:jobs@accessjusticebk.org). Please put Foreclosure/Consumer Attorney in the subject line. Only qualified applicants will be contacted for an interview. No phone calls, please.

*Access Justice Brooklyn 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.*

*For more information about our commitment to diversity, equity, inclusion, and access, please visit <https://www.accessjusticebrooklyn.org/about-us/mission-visions-values>.*