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JOB ANNOUNCEMENT SUPERVISING ATTORNEY

ORGANIZATION DESCRIPTION

Access Justice Brooklyn (AJB) is a nonprofit organization that uses the collective talents of our staff and volunteers to provide high-quality, pro bono legal services and community education to our neighbors in need. We envision an equitable Brooklyn where everyone knows their rights and has access to legal support. To achieve this vision, we partner with compassionate pro bono attorneys and cross industry professionals to provide high-quality civil legal services that help ensure equal access to the legal system. Our dedicated staff and volunteer legal professionals provide direct civil legal services and assistance to low-income Brooklyn residents in areas that contribute to the economic security of Brooklyn households, ensuring that income does not represent a barrier to legal help and financial stability. 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.

POSITION OVERVIEW

Access Justice Brooklyn has an exciting opportunity for a Supervising Attorney to oversee all aspects of our homeowner assistance (foreclosure) and bankruptcy program. The Supervising Attorney will carry a caseload of foreclosure matters, completing motions, good faith hearings, foreclosure defense litigation, and settlement conferences in Kings County Supreme Court. They will also supervise other aspects of foreclosure matters, including the preparation and submission of loan modifications. Additionally, the Supervising Attorney will address a range of other homeowner concerns through quiet titles, partitions, and bankruptcy and provide assistance in deed theft cases and reverse mortgages. The Supervising Attorney will participate in the Foreclosure Legal Assistance Group (FLAG) Program and the Friend of the Court program in Kings County Supreme Court to assist unrepresented homeowners.

The Supervising Attorney will also oversee cases placed with a staff attorney and pro bono volunteers, including through clinics, and conduct trainings and workshops. This position will represent Access Justice Brooklyn in practice-related coalitions and task forces; participate in advocacy efforts to improve the legal landscape for homeowners; and build relationships with community-based organizations and other groups to promote availability of program services and connect clients to additional support.

The Supervising Attorney will be a strategic thinker and collaborative leader committed to advancing the organization's mission and strengthening its impact. This individual will foster innovation and solidify Access Justice Brooklyn's position as a leader in foreclosure and

bankruptcy issues borough-wide. The Supervising Attorney will demonstrate vision, adaptability, and a willingness to grow within the role. This position is currently hybrid with three days a week in the office.

KEY RESPONSIBILITIES

- Manage all aspects of Access Justice Brooklyn’s foreclosure and bankruptcy program, including supervising and mentoring one staff attorney, fellows, and interns, and recruiting, training and mentoring volunteers to provide pro bono services
- Oversee cases placed with pro bono volunteers for representation, and assist with case screening and assignment in coordination with the Pro Bono team
- Maintain excellent representation and client service in the provision of legal advice, pro se assistance and representation to Brooklyn residents seeking help related to foreclosure and bankruptcy, including by managing the foreclosure court clinics, including staffing, recruitment and supervision of volunteers and law students.
- Organize and conduct outreach and “know your rights” community education presentations and workshops for Brooklyn homeowners
- Develop educational materials and resources for homeowners
- Conduct Continuing Legal Education (CLE) trainings and presentations on foreclosure and bankruptcy
- Seek out and cultivate new relationships with community organizations, elected officials, and social service organizations to reach new clients and facilitate referrals for ancillary services
- Prepare program reports and assist with grant reports and proposals as needed
- Ensure milestones and programmatic goals are met
- Participate in special events, including fundraising, cultivation, and volunteer recognition events
- Serve on committees, task forces and panels relating to relevant policy issues and/or legislative reform efforts
- Participate in strategic planning, program assessment, special projects and initiatives, and other organizational work as needed

QUALIFICATIONS

- Admission to NYS Bar is required with at least seven years of relevant experience in foreclosure, bankruptcy, or both, ideally in a nonprofit organization
- Real estate transaction experience preferred
- Supervisory experience preferred
- Excellent negotiation, litigation, and oral and written communication skills
- Ability and willingness to travel outside of the Access Justice Brooklyn office to deliver neighborhood-based services throughout Brooklyn
- Significant capacity for independent and self-directed work
- Strong interpersonal skills, capable of interacting with individuals from many different cultures and backgrounds

- Capability to successfully maintain relationships with stakeholders in the legal and service communities, as well as with funders
- Ability to work in and value a collaborative team model
- Flexibility, creativity, and a sense of humor
- Proficiency in Spanish is helpful but not required

COMPENSATION

Salary is \$116,000 - \$121,000 depending on experience. Benefits include medical; dental; vision; employer-paid life, accidental death, and long-term disability insurance; 401K plan with employer discretionary contribution; flexible spending accounts for unreimbursed medical and dependent care; pre-tax transit program; paid NY bar registration fees and bar memberships; and a liberal Paid Time Off policy, encompassing 30 days of PTO per calendar year in addition to office holidays and Summer Fridays (closing early Fridays between Memorial Day and Labor Day).

APPLICATION

Email resume and cover letter to jobs@accessjusticebk.org. Please put Supervising 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>.