

**POSITION ANNOUNCEMENT**  
**(AUGUST 2018)**  
**STAFF ATTORNEY PRO BONO COORDINATOR**

Legal Assistance of Western New York, Inc.® (LawNY®) has an immediate opening for a Staff Attorney Pro Bono Coordinator. The Staff Attorney Pro Bono Coordinator will work in LawNY®'s newly created regional Pro Bono Project and will report to the Director of Pro Bono Affairs.

The Staff Attorney Pro Bono Coordinator will be responsible for handling LawNY®'s pro bono programming externally, including conducting targeted outreach to all potential pro bono volunteers across LawNY®'s service area as well as remote volunteers from other regions in New York State. This attorney position is also responsible for coordinating web-based outreach, pro bono training and development and pro bono recognition for exceptional volunteers.

Funding for this position is secure for at least a two year period. LawNY® has received a grant that will run from 10/1/18 – 9/30/20 to implement an initiative to expand services to our clients through pro bono volunteers in our 13 rural counties. Our goals are to: increase the number of attorneys, law students and other volunteers who provide services to our clients; increase the number of extended service cases staffed by our pro bono volunteers; and grow the practice areas in which pro bono volunteers provide legal services from primarily family law cases to our other practice areas with a focus on community economic development and consumer law matters.

LawNY® has seven offices. This position can be located in any of the six rural offices, which are located in Bath, Elmira, Geneva, Ithaca, Jamestown and Olean. LawNY® also has a seventh office in Rochester.

**Program Description:**

LawNY® is a not-for-profit law firm which provides civil legal services to low-income clients in a 14 county region in the Finger Lakes, the Southern Tier and western New York State. LawNY® has seven offices and serves the counties of Allegany, Cattaraugus, Chautauqua, Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne and Yates. We provide representation in the areas of housing, family law, government benefits, elder law, education, civil rights, consumer law and community economic development. The staff in each of our offices, totaling approximately 140 members, includes attorneys, paralegals and legal support teams who work closely across



areas of specialization to bring a holistic approach to addressing law related issues affecting our clients and communities. LawNY® focuses on meeting the legal needs of individual clients, as well as addressing systemic problems that create barriers for clients living in poverty.

**Requirements:**

Applicants should have relevant legal experience - with experience preferred in community economic development, consumer and/or family law matters – and a demonstrated commitment to working with low-income families and individuals, as well as excellent oral and written communication skills. Law school graduates who have taken the first available New York State Bar examination following completion of law school may qualify for a practice order pending admission to the New York State Bar pursuant to the LawNY® practice order. Attorneys admitted in another jurisdiction may qualify for a practice order for up to 18 months pursuant to a court rule.

**Salary/Fringe Benefits:**

Salary is dependent upon experience. The candidate will be placed on the LawNY® salary scale based upon their level of relevant experience. The salary for someone with three years of relevant, related experience is \$50,100; for six years of experience it is \$53,900. Fringe benefits include health, dental, life insurance, short and long-term disability and generous leave time. The position is available on October 1, 2018 and will remain open until filled. This position is considered Exempt under the Fair Labor Standards Act.

**Procedure:**

Applicants should submit: 1) a cover letter describing qualifications, 2) resume, 3) the name and contact information of three references and 4) a writing sample no later than September 7, 2018 to ensure full consideration. Applications will be accepted beyond that date until the position is filled. Applications should be addressed to the attention of Kelly McGovern, Director of Pro Bono Affairs and sent by e-mail to [lawnyapplications@lawny.org](mailto:lawnyapplications@lawny.org).

Legal Assistance of Western New York, Inc.® (LawNY®) is an equal opportunity employer. LawNY® encourages applications from diverse candidates. LawNY® welcomes applications regardless of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, disability, genetic information or any other consideration protected by law.

