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POSITION ANNOUNCEMENT (September 2020)
FULL-TIME ATTORNEY PRO BONO COORDINATOR
COVID-19 Tenant Legal Assistance Initiative

Legal Assistance of Western New York, Inc. ® (LawNY) has an immediate opening for an Attorney Pro Bono Coordinator. LawNY is a not-for-profit law firm providing civil legal services to low-income clients in a 14-county area of western New York, including the Finger Lakes and Southern Tier regions.

The Attorney Pro Bono Coordinator position will be funded by a grant from the New York State Office of the Attorney General's COVID-19 Tenant Legal Assistance Initiative fund, and will provide substantive and procedural housing law support to the pro bono attorneys across the region. The attorney will also provide support to clients and other volunteers, primarily in landlord-tenant matters. The attorney will be part of LawNY's Regional Pro Bono Team and report to the Director of Pro Bono Affairs. The focus of the project is to assist tenants facing eviction. This position can be located in LawNY's Jamestown, Elmira, or Ithaca office, although due to COVID-19 restrictions, it is currently remote.

Core Responsibilities include:

- Client interviewing and investigation.
- Representing clients zealously within the bounds of the Rules of Professional Conduct.
- Data collection, data entry and file maintenance.
- Conducting outreach activities, including promoting services, tenant education programs and resources related to COVID-19 legal protections to the general public.
- Relationship-building with court staff, community groups and other stakeholders.
- Surveying current in-court tenant programs and identifying possible needs for expansion using pro bono assistance.
- Recruiting, training, and coordinating pro bono attorneys to help low-income tenants facing eviction receive legal assistance.

The applicant must have the caring, patience, and emotional maturity to help low-income people overcome crisis situations. Due to COVID-19, LawNY staff are presently working remotely all or part of the week. LawNY maintains an extensive safe operations plan and seeks to ensure the safety of both our staff and our clients. All staff are still required to fulfill their professional obligations, which will require direct in-person contact with clients and in-person appearances in court or administrative agencies as needed to perform the functions of their role.

LawNY is committed to equitable inclusion across race, gender, sexual orientation, gender identity, age, ability, sex, religion, economic circumstances, ethnicity, national origin, and culture. We are striving to transcend the construct of race and be an anti-racist law firm. We encourage staff to bring their whole selves to work each day and pledge to celebrate every aspect of who they are.



Requirements:

- Admission to the New York State Bar.
- A commitment to helping poor and disadvantaged people overcome institutional barriers to legal access.

Desired Skills:

- Prior legal experience with low-income and other oppressed communities and clients.
- Prior legal experience in the area of housing law, specifically representing tenants facing eviction.
- Lived experience with our client communities is highly desired.
- Strong problem-solving abilities, time management, and organizational skills.
- Ability to work under deadline and manage multiple tasks.
- Ability to empathize and sensitively respond to people in crisis situations.
- Excellent use of Google Drive/GSuite, Word, and Excel; database programs a plus.
- Proficiency in Spanish is an advantage but is not required.
- Passion for social justice and commitment to the mission of LawNY.

Salary: Salary is dependent on experience and based on a pay scale with annual increments. The beginning salary for a Staff Attorney with no prior experience is \$50,000 and the salary for a Staff Attorney with five years of relevant experience is \$57,500 as per the LawNY salary scale. We also provide an excellent package of fringe benefits, including health, disability, and life insurance, as well as generous leave provisions.

Procedure: Applicants should submit a letter of interest, resume, three references and a writing sample to the attention of Kelly McGovern, Esq., Director of Pro Bono Affairs. All applications and inquiries should be sent by email to lawnyapplications@lawny.org only. All applications received by October 2, 2020 will receive full consideration. Applications received after that date will be reviewed until the position is filled.

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. This position is considered non-exempt pursuant to the Fair Labor Standards Act.