

March 2021

Job Title: Senior Staff Attorney, Microenterprise Project

Volunteers of Legal Service (VOLS) seeks a full-time Senior Staff Attorney for its [Microenterprise Project](#), who is a seasoned attorney with legal experience or interest in commercial leasing, enthusiasm for working with small business owners, and a commitment to helping New York City's neighborhoods thrive. A substantial portion of the attorney's time will be dedicated to representing the Project's commercial tenant clients and supervising the work of junior Staff Attorneys through the [Commercial Lease Assistance \(CLA\) Program](#).

The Microenterprise Project Senior Staff Attorney will have an exciting opportunity to lead a team of Staff Attorneys and work with the Project Director at the unique intersection of public interest, business and commercial real estate practice, outreach, advocacy and policy to combat small business displacement in New York City.

Organizational Mission:

For over 35 years, the Volunteers of Legal Service (VOLS) has provided free civil legal services to low-income New Yorkers including small business owners, seniors, veterans, unemployed workers, immigrant youth, children and their families, and now COVID-19 frontline and healthcare workers. VOLS staff work with volunteer lawyers from over 70 law firms and companies to multiply our impact. We partner with 200+ community groups to ensure that our services are accessible and address local needs.

Primary Responsibilities:

- Assist Microenterprise Project Director and Project Staff with all aspects of the Project's direct service to New York City small business owners, including:
 - Provide direct transactional legal representation to small business tenants with an emphasis on commercial leasing issues
 - Train, supervise, and mentor the Project's junior Staff Attorneys
 - Support pro bono efforts by assisting with placing legal matters and co-counseling with volunteer lawyers
- Strengthen Project relationships with community organizations and conduct outreach such as workshops, brief advice clinics, and intake screenings
- Engage small business and legal services coalitions on advocacy and policy efforts to support low-income small business owners
- Use LegalServer, our web-based case management system, to maintain data on Microenterprise Project clients, services, and impact
- Support Project Staff with media and communications on Project accomplishments
- Support VOLS' fundraising efforts by assisting with grant reports and proposals
- Potential to assist in targeted impact litigation benefitting small business owners
- Develop in-house contracts, forms, and educational materials for program use

**Minimum Qualifications:**

- Attorney admitted and in good standing in New York State with at least five (5) years' experience providing direct legal services from intake through disposition with transactional commercial leasing experience preferred
- Experience training, supervising, and mentoring attorneys or other staff
- Experience serving low-/moderate-income individuals
- Knowledge of the small business and commercial leasing landscape for start-up and existing small business owners in New York City
- Comfort with fast-paced, high volume setting with extensive client contact
- Excellent writing and oral communication skills
- Fluency in Spanish or another non-English language strongly preferred

Compensation:

\$77,000 - \$84,000 depending upon experience

VOLS offers an excellent benefits package including access to health, life, and disability insurance, a retirement plan to which VOLS contributes, and the option to contribute to a 403(b) plan, partial telephone/internet reimbursement, and 25 days of vacation, 3 personal days, and 12 days of sick leave annually.

How to Apply:

To apply for the Senior Staff Attorney position, please email your cover letter and resume to apply@volspobono.org with the subject "Microenterprise Senior Staff Attorney."

Please visit our website www.volspobono.org, and in your cover letter, provide a brief explanation of your personal or professional interest and/or experience as it relates to VOLS' work. Applications will be reviewed on a rolling basis. No phone or email inquiries, please.

Diversity, Equity, and Inclusion Notices:

VOLS is an equal opportunity employer and does not discriminate on the basis of race, age, ethnicity, disability, sexual orientation, sex, religion, uniform service or any other prohibited category.

Applicants with lived experience in marginalized communities served by VOLS Projects are strongly encouraged to apply.