

LEGAL ASSISTANCE OF WESTERN NEW YORK, INC.
POSITION ANNOUNCEMENT
MANAGING ATTORNEY (OLEAN, NEW YORK)

Position Description

Legal Assistance of Western New York, Inc. (LawNY) seeks a dynamic leader to fill an immediate Managing Attorney position in LawNY's Olean office. Managing attorneys oversee the day-to-day functioning of the office, including developing future plans and projects to expand and support the work being done within the service area. The Olean office is located in a historic Victorian-style building constructed in the 1890's in the center of Olean and a short walk from the confluence of the Olean Creek and the Allegheny River. The office houses eighteen people working either remotely or in the office in a variety of poverty law disciplines including mortgage and tax foreclosures, landlord-tenant representation, public benefits, child custody and visitation, child support violations, child abuse and neglect, pro bono and SSI. The Olean office is at the center of a wide variety of outdoor activities including rafting, skiing, hiking, biking and birding among many others.

Qualifications: *These are the basic requirements for the position.*

- (Required) Minimum of five years of legal experience as an attorney, with a preference for experience within civil legal services.
- (Required) Admitted to practice and in good standing in New York State, eligible for admission without examination, or able to be admitted pro hac vice.
- (Required) Experience supervising others and managing projects.
- (Required) Demonstrated ability to develop and undertake initiatives.
- Demonstrated support of an organizational culture of diversity, equity and inclusion.
- Demonstrated leadership on critical issues facing low-income people.

Responsibilities: *These are the most significant responsibilities and primary functions of the positions.*

- Provides general administration of the office, including the development, preparation and submission of grant reporting.
- Manages and supervises staff and ensures compliance with program, grant and personnel policies.
- Maintains active involvement in the advocacy efforts of the office.
- Establishes and implements office procedures for staffing assignments, supervision, intake and case distribution.
- Ensures quality control of casework through the development and implementation of training opportunities and supervision protocols.
- Formulates strategies for resource development, including the development, preparation and submission of grant applications.
- Demonstrated ability to command the trust and respect of staff members, community groups, the courts, and the legal community.

- Maintains and develops relationships and/or collaborative efforts with current funders, community leaders, not-for-profit agencies, grass roots organizations, other public interest offices and governmental and elected officials and local bar associations
- Maintains adequate space, equipment, supplies and other resources for the office.
- Participates in the LawNY management team, meetings of the Board of Directors, and regular LawNY committee meetings.

Additional Traits and Skills: *These are the traits, attributes, attitudes, and skills that speak to candidates' ability to succeed in the positions. While no candidates will possess all of the requirements listed, the ideal candidates will have many of the following qualifications. LawNY encourages each candidate to think about their own personal knowledge, skills, and experience, as well as professional skills and experience, in relation to the list of qualifications.*

- Experience related to serving individuals from historically oppressed populations.
- An understanding of the concepts of institutional and structural racism and their impact on underserved and underrepresented communities.
- Strong interpersonal and communication skills, including a commitment to providing trauma-informed services.
- Humility in working with colleagues and clients across the spectrum of diversity, including race, ethnicity, gender identity, sexual orientation, socio-economic status, immigrant status, religious identity, physical and mental disabilities and/or limited English proficiency.
- Ability to work under deadlines and manage multiple tasks.

Organization Information:

Legal Assistance of Western New York, Inc. (LawNY®) is a not-for-profit law firm that provides free civil legal services to low-income clients in a 14 county area of Western New York, the Finger Lakes, and the Southern Tier. LawNY® has seven fully staffed field offices in Bath, Elmira, Geneva, Ithaca, Jamestown, Olean and Rochester, satellite offices in Lakeville and Lyons, and a business office in Rochester.

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 increasingly committed to creating a law firm where race equity, diversity and cultural competency are integral components of our work, from client advocacy to internal operations.

Research shows that women and people from under-represented groups often apply to jobs only if they meet 100% of the desired competencies. We encourage you to apply even if you do not believe you meet all the desired competencies.

Compensation: Salary is dependent on years of experience and based on a pay scale with annual increments. The beginning salary for a Managing Attorney with five years of attorney is \$77,500 and the salary for ten years of attorney experience is \$84,400 as per the LawNY salary scale. LawNY is a qualifying employer for public interest loan forgiveness program.

LawNY® provides an excellent package of fringe benefits including **94% employer paid health insurance** with significant HSA contributions, 100% employer paid dental and disability insurance, vision coverage, and \$50,000 automatic life insurance as well as generous leave provisions including, **in the first year of employment, 20 days of vacation plus 13.5 holidays and two floating holidays**. Employees also receive 12 sick days and five personal days per year. New parents receive 20 days of paid new parent leave.

LawNY® is committed to providing a **work-life balance** to their employees. We encourage and support a 35 hour work week to ensure our employees have this balance. We also offer a **remote work policy** where new staff are able to work from home up to 3 days per week during their 6 month probationary period with manager approval, as their work load permits. This increases to 5 days per week once successfully finished with a probationary period with manager approval, as their workload permits.

Application Instructions:

To apply, submit your cover letter, resume, and three references through LawNY's BambooHR platform, [here](#). References will not be contacted until after any interview, and will not be contacted without your knowledge. To promote social justice and achieve our mission, LawNY is committed to maintaining a diverse staff and creating an inclusive and respectful workplace. In your cover letter, please include an explanation of how you think that your lived and/or professional experience or background has prepared you to contribute to support a strong commitment to diversity and inclusion in LawNY's processes.

Please apply before April 30, 2024 for full consideration. The job will remain posted until filled. If not filled by this date, applications will be accepted on a rolling basis. You will receive a confirmation email when your application has been received on our HR platform. LawNY will contact you to inform you whether you have been offered an interview. Questions or Accommodations? Contact Michelle Grillone at mgrillone@lawny.org.

Legal Assistance of Western New York, Inc. (LawNY®) is an equal opportunity employer. LawNY® strongly encourages applications from Black, Indigenous and People of Color, women, LGBTQIA+ individuals, people with disabilities, and persons from other underrepresented groups whose background may contribute to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. LawNY® welcomes applications regardless of race, color, veteran status, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, disability, genetic information or any other consideration protected by law.

This position is considered Exempt pursuant to the Fair Labor Standards Act.