

Job Posting

June 1, 2020

POSITION

Senior Staff Attorney

EMPLOYMENT TYPE

Regular FT - 35 hours/week

SALARY

Salary is dependent on experience. It is highly competitive and within range with similar legal service organizations. Excellent medical and health benefits.

REPORTS TO

Director of LEAP

ESSENTIAL DUTIES AND RESPONSIBILITIES

RiseBoro Legal Empowerment and Assistance Program (LEAP), seeks a **Staff Attorney** to further LEAP's mission of providing underserved low-income residents in Brooklyn with high quality, free legal services and assistance designed to preserve safe and affordable housing, and prevent needless homelessness by representing tenants facing illegal or unnecessary evictions, displacement, and tenant harassment. RiseBoro/LEAP is a uniquely holistic community based housing organization that provides clients with brief legal advice, full representation in housing court and other administrative agencies, tenant organizing, and tenants' rights workshops. **He/she** will:

- Provide in-court supervision and mentoring to junior staff attorneys;
- Facilitate/supervise staff-wide roundtable training meetings and discussions;
- Maintain accurate case, file, and tracking information related to individual caseload
- Prepare legal pleadings, stipulations, motions and other legal documents;
- Provide client advocacy with social service organizations, governmental agencies, and other third parties to obtain needed services, and benefits, as necessary;
- Independently research, interpret, and apply legal principles of the most complex nature within the assigned work area;
- Assist with identifying applicable updated law, cases, rules, procedures, policies, and practices relating to the housing field;
- Assist in the training, and direction of junior attorney staff and other LEAP staff;
- Assist with the development of training materials for programmatic needs;
- Contribute to the guidance and oversight of staff, volunteers and student interns;
- Conduct/participate in community outreach events, tenants' rights workshops/clinics, and brief advice services;
- Participate in strategic planning, program assessment, special projects and initiatives, and other organizational work as needed;
- Staff the WeWork office as needed;
- Other responsibilities as assigned to help develop, maintain, and execute LEAP's vision/mission

COMPETENCIES

- At least 3-5 years of legal experience, with a minimum of 2 years in housing court
- Ability to analyze complex issues and exercise sound legal judgment
- Commitment to developing a thoughtful and effective supervisory relationship with supervisees
- Experience working effectively with and for diverse communities
- Excellent oral, analytical, research and writing skills
- Excellent professional judgment
- Ability to effectively and efficiently multitask and work independently
- Ability to work collaboratively
- Spanish-speaking **highly** desirable but not required.

EDUCATION EXPERIENCE

- Juris Doctor degree and Admission to New York State Bar

APPLICATION DEADLINE

Rolling

SUBMIT RESUME TO

Please send your resume and cover letter to empowerment@riseboro.org