

## Job Posting

January 30, 2019

### POSITION

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, Legal Assistance and Empowerment Program (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 client advice, referrals and representation in court and administrative proceedings;
- Provide motion practice in all phases of housing proceeding;
- Provide client advocacy with social service organizations, governmental agencies, and other third parties to obtain needed services, and benefits, as necessary
- Input and maintain accurate case file and tracking information;
- Conduct tenants' rights workshops;
- Attend community meetings and events;
- Attend staff and case strategy meetings.

### COMPETENCIES

- Have excellent interpersonal skills
- Demonstrated passion for social justice and commitment to working with low-income communities
- Have excellent legal research, writing and communication skills
- 1-3 years of legal experience, with a minimum of 1 year in housing court
- Knowledge of Public Benefits/Entitlements highly desirable
- Demonstrated ability to effectively communicate with individuals from diverse backgrounds and opposing counsel
- Ability to work independently and collaborate with others as needed
- Spanish-speaking preferred

### EDUCATION EXPERIENCE

- Juris Doctor degree and Admission to New York State Bar



**APPLICATION DEADLINE**

Open (Various Positions available)

**SUBMIT RESUME TO**

Please send your resume and cover letter with the subject line: Staff Attorney Position to: Kesha Jagdeo, Director of Empowerment Services, [kjagdeo@riseboro.org](mailto:kjagdeo@riseboro.org).