

## Job Posting

May 24, 2019

### POSITION

Supervising 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 Supervising **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. The Supervising Attorney will report to the Program Director and will have a variety of responsibilities, including but not limited to: **He/she** will:

- Participate in the leadership of the Program's development
- Help set substantive team goals and priorities
- Coordinate Know Your Rights and Community Engagement Workshops
- Assist with updating of the Program's Community Education and Know Your Rights materials
- Help with the global identification and strategizing of the Program's Community Organizing efforts;
- Identify, pursue, and act as a liaison with other community stakeholders (i.e. organizations, coalitions, pro bono firms, and private public interest attorneys)
- Identify opportunities to develop strong partner relationships with entities that can assist with the Program's development
- Assist staff with trial preparation, testimony, and be available to **second seat attorneys in trials (i.e. non-payment, holdovers, and HP/repairs)**
- Assist with the production of a variety of advocacy materials for expert and lay audiences
- Maintaining a light caseload
- Helps to train and evaluate staff
- Other responsibilities as assigned.

## COMPETENCIES

- Membership of the NY State bar;
- At least 5 of legal experience, with a minimum of 2 years in housing court;
- Have at least two (2) years of supervisory experience, preferably supervising attorneys;
- Have and exhibit excellent litigation skills (i.e. through: pleadings, orders to show cause, motions to dismiss, defending and demanding depositions, oral arguments, and trial and/or appellate);
- Have served as lead counsel on three (3) or more trials;
- Have the ability and interest in becoming familiar with all aspects of housing advocacy and tenant-landlord litigation;
- Exhibit excellent analytical, oral, and written skills;
- Exhibit excellent interpersonal, communication, and organizational skills;
- Have Demonstrated leadership ability; and,
- Familiarity with the nature and clientele of legal services
- Fluent or proficient in Spanish highly 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: Supervising Attorney Position to: Keshia Jagdeo, Director of Empowerment Services, [kjagdeo@riseboro.org](mailto:kjagdeo@riseboro.org).