

Job Posting

September, 2020

POSITION

Supervisor of Litigation

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.

REPORTS TO

Director, Legal Assistance and Empowerment Program (LEAP)

ESSENTIAL DUTIES AND RESPONSIBILITIES

RiseBoro Legal Empowerment and Assistance Program (LEAP), seeks a **Supervisor of Litigation** 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.

- Assist with the development of trainings for staff attorneys and paralegals, including but not limited to identifying and/or developing training materials, outlines, courses and schedules.
- Provide supervision to staff, including review of written work product, case strategy and management.
- Supervise trials, trial preparation, trial strategizing, and appeals preparation and submission.
- Supervise and foster strong litigation skills for attorneys
- Supervise Tenants' Rights Meetings.
- Maintain a reduced individual caseload.
- Respond to client, community and staff concerns.
- Assist with training and mentoring of attorney and non-legal staff.
- Assist with overall program planning needs and development.
- Foster and encourage teamwork and cross collaboration across the program, division and organization.
- Evaluate conflicting program demands and prioritize staff workloads as necessary.
- Reinforce and maintain staff accountability.
- Assist with developing and maintaining community support and relationships with community based organizations, advocates, government agencies, elected officials, and the court(s).
- Participate in brief legal services.
- Attend community meetings, as necessary.
- Supervise staff and case strategy meetings.
- Conduct community education, training, and outreach and promote the work of the office.
- Evaluate office needs and identify necessary resources to address the need; and,

- Other duties as needed or assigned.

COMPETENCIES

- Excellent interpersonal skills;
- Demonstrated passion for social justice and commitment to working with marginalized communities;
- Excellent legal research, writing and communication skills;
- At least 8 years of legal experience, with a minimum of 3 years in housing court;
- At least 5 years of litigation and/or trial experience;
- Knowledge of Public Benefits/Entitlements highly desirable;
- Demonstrated ability to effectively communicate with individuals from diverse backgrounds, court personnel, and opposing counsel;
- Ability to work independently and collaborate with others as needed;
- Prior supervisory experience;
- Spanish-speaking highly desirable.

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 with the subject line: Supervisor of Litigation Attorney Position to: Empwerm@riseboro.org