

ECBA VOLUNTEER LAWYERS PROJECT (VLP)



DEPUTY DIRECTOR

The Erie County Bar Association Volunteer Lawyers Project, Inc. (VLP) is seeking qualified applicants for a newly created position of Deputy Director. VLP has undergone recent expansion and now has a staff of over 40 split between our Buffalo and Batavia offices.

VLP is a mixed model civil legal services program providing both pro bono coordination and direct representation by our staff. The Buffalo office handles a wide variety of civil legal services, with a focus on involving pro bono lawyers in the delivery of our services. The Batavia office currently handles only immigration law work.

The Deputy Director will work primarily out of the Buffalo office and will assist the Executive Director with the overall management of VLP. This includes securing funding; managing grants; reporting to funders; managing the budget; managing staff; handling personnel matters; and interfacing with the legal community, the public, and the media.

The ideal candidate will have 10 or more years in a civil legal services, prior management experience, marketing/social media experience, and be able to work both collaboratively and independently. The person must be admitted to practice in New York and have the ability to work with complex budgets.

Also required are strong organizational skills; an ability to work cooperatively with fellow staff and supervisors; the means and willingness to travel between the Buffalo office and the Batavia office (a driver's license is required); strong oral and written advocacy skills; a willingness to work independently while also taking direction and operating as part of a team; the ability to juggle many tasks efficiently; and the flexibility to handle any other tasks which they may be called upon to handle at VLP, such as community outreach and education.

Please send a resume, a cover letter clearly explaining your interest and qualifications. Include contact information for 3 references and send your materials to: Robert M. Elardo, Executive Director/CEO, ECBA Volunteer Lawyers Project, Inc. at relardo@ecbavlp.com. There is an immediate need. Please apply by July 17, 2018.

For information on VLP, see www.ecbavlp.com

VLP is an equal opportunity employer. Salary is based on experience. VLP is a non-profit agency with excellent fringe benefits including fully paid health insurance, long term disability insurance, life insurance, and generous leave time. The work atmosphere is congenial, respectful and flexible.