

Housing Staff Attorney: Pro Bono Department

The Erie County Bar Association Volunteer Lawyers Project (VLP) is seeking an attorney to join its Pro Bono Department, which coordinates and facilitates pro bono work by local attorneys and law firms. This includes several limited scope outreach programs, full representation cases, developing and presenting recruitment trainings, and coordinating special projects. The pro bono culture is strong within our local bar. The attorney hired will serve as part of VLP's pro bono team to maintain and strengthen that pro bono culture.



Duties/Responsibilities:

- coordinate and supervise VLP's Attorney of the Morning (AOM) program held at Buffalo City Court (every Monday, Wednesday, and Friday) and Lackawanna City Court (every other Thursday)
- coordinate and supervise VLP's Housing Helpline (every Tuesday and Thursday)
- coordinate tax foreclosure week every October in Buffalo City Court and handle select Erie County Tax foreclosure negotiations
- build relationships with, recruit, train and support pro bono attorneys
- some case handling
- Conduct CLEs with the collaboration of our Pro Bono Recruitment Coordinator
- train/supervise student interns and community volunteers on VLP's housing programs
- some regional travel will be required
- variety of other duties and projects

This is a dynamic position which may evolve based upon client needs and the attorney's skills/interest. The Staff Attorney will be based in VLP's office in Buffalo and most of the work will be in and around the Buffalo area.

Requirements/Skills - Required:

- admitted to practice law in NY
- must be comfortable and engaging public speaker
- ability to work independently, as well as collaboratively, with VLP staff and a variety of other partners, including volunteer attorneys, student interns and court staff
- ability to multitask
- must be comfortable serving low-income clients from diverse backgrounds
- experience or demonstrated interest in landlord/tenant law
- demonstrated commitment to working in the public interest

Requirements/Skills – Desired:

- fluency in a foreign language

TO APPLY: Please send a resume with a cover letter clearly explaining your interest and qualifications. Include contact information for 3 references and send your materials to: Gretchen Gonzalez, Deputy Director, ECBA Volunteer Lawyers Project, Inc. at ggonzalez@ecbavlp.com. **Applications will be reviewed as received.**

VLP is an equal opportunity employer. Salary depends upon experience. Excellent benefits including fully paid health insurance, a cafeteria plan for dependent care and transportation costs, long term disability insurance, life insurance, 403b plan, Simple Employee Pension Plan, and generous leave time. Employee paid dental insurance is also available. The work atmosphere is congenial, respectful and flexible. For information on VLP, see www.ecbavlp.com