

## Housing Staff Attorney

The Erie County Bar Association Volunteer Lawyers Project (VLP) is seeking an attorney to join its housing department. This work includes several limited scope outreach programs, full representation cases, developing and presenting recruitment trainings, and coordinating special projects.



### **Duties/Responsibilities:**

- Coordinate and supervise VLP's Attorney of the Morning (AOM) program held at Buffalo City Court and the Erie County Landlord Tenant HUB Court, as well as court appearances in Niagara, Orleans, Genesee and Wyoming counties and other eviction defense work.
- Coordinate and supervise VLP's Housing Helpline.
- Coordinate tax foreclosure week in Buffalo City Court and handle select Erie County Tax foreclosure negotiations
- Build relationships with, recruit, train and support pro bono attorneys
- Case handling
- Conduct CLEs with the collaboration of our Pro Bono Manager
- Train/supervise student interns and community volunteers on VLP's housing programs
- Some regional travel will be required
- A variety of other duties and projects

### **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 Spanish

**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: Jennifer McNamara, HR Generalist at [jmcnamara@ecbavlp.com](mailto:jmcnamara@ecbavlp.com). **Applications will be accepted until the position is filled.**

### **Salary/Benefits:**

- **Salary** ranges from \$65,000 to \$71,992 based on years of relevant work experience
- **Employer paid benefits** including fully paid health insurance premiums, a Health Reimbursement Arrangement account, long-term disability insurance, life/AD&D insurance, Pension contributions, paid biennial attorney registration, notary renewal, and CLEs, Employee Assistance Program
- Other Benefits available through pre-tax employee contributions: Dental insurance, FSA, Dependent Care FSA, transportation account, 403b plan
- Eligibility for public service loan forgiveness
- A respectful work environment with a true **Work/Life balance:**

- 14 paid holidays
- 11 vacation days and 2 personal days in year 1
- 15 vacation days and 4 personal days in year 2 (vacation caps at 23 days starting in year 6)
- 10 sick days each year
- flexible schedules
- ability to work remotely up to 2 days per week (after the successful completion of the 3-month introductory period)
- discourages weekend work, encourages utilizing PTO
- dedication to diversity and inclusion

*VLP is an equal opportunity employer and welcomes all to apply. Employer recruits without regard to age, race, color, creed, religion, national origin, immigration or citizenship status, pregnancy-related condition, predisposing genetic characteristics, sex, gender identity or expression, sexual orientation, marital and familial status, domestic violence victim status, disability, military status, or protected veteran status.*

For more information, visit our website at [www.ecbavlp.com](http://www.ecbavlp.com)