



Job Announcement: Nonprofit/Employment Attorney

About Us

Founded in 1969, Lawyers Alliance for New York (www.lawyersalliance.org) is a leader in the field of business law and transactional pro bono. It provides legal and educational services to nonprofit organizations and social enterprises that improve the lives of low-income and disadvantaged New Yorkers. With a talented staff of 24, annual budget of \$3.6 million, and 2,000 legal volunteers, Lawyers Alliance serves more than 1,000 organizations each year. This legal assistance translates to stronger nonprofit programs, finances, and operations.

Staff Attorney Position

We seek an Attorney with a counseling or transactional legal background as well as significant employment law experience advising employers on federal, New York State, and New York City laws to join our well-respected and dedicated team. This Attorney will also lead a Program Area or Special Initiative that will be determined by nonprofit sector needs, staff expertise and volunteer capacity. The Attorney will work with other staff and pro bono attorneys to bring a wide range of high-quality legal services and practical information to nonprofit organizations benefiting the well-being of New Yorkers.

Responsibilities

- Plan and execute systematic and strategic client outreach to expand legal services to new and existing clients.
- Serve the employment law and other business law needs of a substantial client base of nonprofit organizations and social enterprises serving New York City through direct legal representation and limited scope consultations.
- Engage in effective client intake and screening to ready groups for legal help and placement of appropriate legal projects with pro bono attorneys.
- Provide support, mentoring, and co-counseling assistance to pro bono attorneys from top law firms and corporate legal departments and assist with volunteer recruitment and recognition.
- Write legal alerts and publications, organize and teach educational workshops and pro bono clinics, and represent Lawyers Alliance at other events for clients and pro bono attorneys.

- Collaborate with staff on quality control, program evaluation, outcomes measurement, strategic planning, and technical assistance grants and contracts.
- Support marketing, fundraising, fee-generation, tracking and use of data, special projects, and other duties as requested.

Experience and Attributes

- Admission to the New York State Bar.
- At least five to fifteen years of experience as a practicing lawyer, including significant experience advising employers on federal, New York State, and New York City laws, preferably through a major law firm or as in-house counsel.
- Clear and effective communicator, excellent writing and speaking skills, and an ability to work independently and be an effective mentor to staff and volunteers.
- Keen interest in New York City and its diverse and varied neighborhoods.

Next steps

If you want to join knowledgeable and passionate colleagues who enjoy making a difference, consider applying now. This position offers competitive compensation and strong benefits. Anticipated annual salary range is \$82,250 to \$107,500, depending on experience.

Interested applicants should send a resume and cover letter to attorneysearch@lawyersalliance.org as soon as possible. Provide a brief explanation in your cover letter of what interests you in this position at this time and how your interest or experience relates to Lawyers Alliance's work.

Lawyers Alliance for New York is committed to providing a diverse and inclusive environment and is an Equal Opportunity Employer.

This position is being announced in June 2022 and can begin on or about September 1, 2022.