



Job Title: Staff Attorney, Microenterprise Project

Volunteers of Legal Service (VOLS) seeks a full-time Staff Attorney for its Microenterprise Project. We are looking for a staff attorney with legal experience or interest in commercial leasing, enthusiasm for working with small business owners, and a commitment to helping New York City's neighborhoods recover from the financial devastation caused by COVID-19. The staff attorney will be dedicated to supporting the Project's commercial tenant clients through City's [Commercial Lease Assistance \(CLA\) Program](#).

The Microenterprise Project Staff Attorney will have an exciting opportunity to work with our Microenterprise Project team at the unique intersection of public interest law, business and commercial real estate practice, advocacy, outreach, and policy to combat small business displacement in New York City.

Notes: Position will be remote until further notice. This position is currently funded under a one-year grant. Continuation of the position after the current grant cycle will be subject to funding renewal.

Mission:

VOLS' mission is to leverage the good will, talents, and resources of large law firms to provide pro bono assistance to low-income New Yorkers. VOLS harnesses the power of New York City's legal community and neighborhood-based groups to provide free, civil legal services when and where they are needed most. We empower New Yorkers to attain dignity, security, and opportunity. The Microenterprise Project serves this mission by providing crucial legal assistance to low-income entrepreneurs in service areas such as commercial leasing, intellectual property, contracts, and business formation. Services are provided by VOLS staff attorneys as well as through a volunteer attorney network supported by VOLS.

Primary Responsibilities:

- Assist the Microenterprise Project Director and Microenterprise Project Staff with all aspects of the Project's service to New York City's microentrepreneurs through the CLA Program;
- Provide direct transactional legal representation and assistance to small business tenants on commercial leasing matters including new leases, lease reviews, lease amendments, and dispute resolution;
- Support pro bono efforts by assisting with placing legal matters and co-counseling with volunteer lawyers;
- Conduct outreach, including educational workshops, brief advice clinics, and intake screenings;
- Work with small business and legal services coalitions on advocacy and policy efforts that support low-income small business owners and entrepreneurs;
- Use LegalServer to maintain complete and current data on Microenterprise Project clients and activities;

- Strengthen the Microenterprise Project's relationships with community organizations through direct outreach;
- Work with the Microenterprise Project Director and Project staff to publicize the Project's work and accomplishments through social media and the press;
- Support VOLS' fundraising efforts by assisting with grant/contract reports and proposals and attending networking events;
- Potential to assist with targeted and impact litigation on behalf of small business owners; and
- Develop in-house contracts, forms, and educational materials for program use.

Desired Qualifications

- Attorney admitted and in good standing in New York State with 0 to 3 years of experience providing transactional direct legal services, with commercial leasing experience strongly preferred;
- Experience working with low- to moderate-income individuals and/or small business owners;
- Knowledge of the small business and commercial leasing landscape for start-up and existing microentrepreneurs in New York City;
- Experience working in fast-paced, high volume setting with extensive client contact;
- Excellent writing skills;
- Fluency in Spanish or another non-English language strongly preferred;

Compensation and Benefits

Competitive salary based on experience.

VOLS offers an excellent benefits package, including health, life, and disability insurance, a retirement plan to which VOLS contributes, and the option to contribute to a 403(b) plan. We also provide 25 days of paid vacation, 3 personal days, and 12 days of paid sick leave annually.

How to Apply

To apply for the Staff Attorney positions, please email your cover letter and resume to apply@volsprobono.org with the subject "Microenterprise Staff Attorney." Please visit our site www.volsprobono.org, and in your cover letter, provide a brief explanation of your personal or professional interest and/or experience as it relates to VOLS' work. Applications will be reviewed on a rolling basis. No phone or email inquiries, please. VOLS is an equal opportunity employer and does not discriminate on the basis of race, age, ethnicity, disability, sexual orientation, sex, religion, or any other prohibited category.