



**STAFF ATTORNEY
TRANSACTIONAL MATTERS
COMMUNITY DEVELOPMENT PROJECT AT THE URBAN JUSTICE CENTER**

The Community Development Project (CDP) at the [Urban Justice Center](#) seeks a Staff Attorney to provide legal advice and assistance to grassroots organizations, including nonprofits and small businesses in a variety of areas including incorporation and tax exemption, complying with corporate, employment and tax laws, and real estate and lease issues, including ground leases for community land trust properties. The staff attorney will also help groups of workers establish worker-owned cooperative businesses.

The position offers a unique opportunity to develop expertise in several areas of the law while building relationships with local community organizers, leaders, and service providers. The position reports to the Supervising Attorney for CDP's Capacity Building practice. Depending on organizational needs and the candidate's interests and experience, this position may offer opportunities to work on land use matters, including negotiating community benefits agreements and developing community land trusts and other collective structures for ownership of places.

Primary Responsibilities include:

- Represent community-based organizations in entity formation, governance, tax exemption applications and compliance matters;
- Represent small businesses and nonprofits in commercial lease review and negotiations;
- Counsel start-up worker cooperative businesses on entity choice, assist in entity formation and draft governance documents;
- Counsel existing worker co-ops on contract, intellectual property and other matters;
- Conduct workshops and trainings for community-based organizations and their members;
- Advocate to legislative bodies and agencies on behalf of or in partnership with community-based organizations and their members regarding issues related to nonprofits, worker cooperatives and other small businesses, at the city and state level;
- Supervise and mentor volunteer attorneys and interns who are assisting with the work described above;
- Support CDP on other substantive and administrative projects; and
- Comply with all grant reporting requirements and supporting CDP's development department to ensure ongoing funding for the work.

Qualifications/Skills:

Required:

- Admission to the New York State Bar, or pending admission.
- Demonstrated commitment to grassroots efforts for economic, racial and social justice.

- Strong writing and analytical skills.
- Excellent organizational skills.
- Excellent interpersonal/communication skills.
- Demonstrated ability to work with diverse populations.
- Ability to work independently and collaboratively.

Strongly Preferred:

- At least 3+ years post-law school experience in comparable work, especially commercial lease and real estate matters.
- Fluency in Spanish.
- Experience working with social justice and/or community organizing groups.
- Experience with landlord/tenant proceedings and ground leases.

Background:

The Community Development Project (CDP) at the Urban Justice Center CDP provides legal, participatory research and policy support to strengthen the work of grassroots and community-based groups in New York City to dismantle racial, economic and social oppression. CDP employs a unique model of partnership with grassroots and community-based groups. Our partners take the lead in determining the priorities and goals for our work, and advance our understanding of justice. CDP's current practice areas are Consumer Justice, Equitable Neighborhoods, Immigrants' Rights, Participatory Research & Policy, Technical & Capacity Building Assistance, Tenants' Rights, and Workers' Rights. cdp.urbanjustice.org

The Community Development Project is an equal opportunity employer. CDP encourages applications from people with diverse backgrounds, including women, people of color, immigrants, people with disabilities, LGBTQ people, people from low-income backgrounds, and people with personal experience with the criminal justice system. We strongly encourage applications from people with lived experiences in the communities we serve.

Salary and compensation: A competitive salary and excellent benefits package is available, with generous vacation, personal, and sick time, along with industry leading medical and dental coverage. CDP's staff attorneys are on a fixed salary scale, and the salary for this position will be determined based on years of relevant experience in accordance with the scale.

This is a bargaining unit position represented for collective bargaining purposes by the National Organization of Legal Services Workers, UAW, Local 2320. The Urban Justice Center's union has been formally recognized and is in the process of negotiating its first union contract.

Application Instructions:

Interested applicants should send a resume and cover letter by e-mail to cdpjobs@urbanjustice.org, attn.: Gowri Krishna. Please include "Transactional Staff Attorney" in the subject line. Applications will be considered on a rolling basis and must be received by **September 1, 2017**.