TITLE OF POSITION/RANK: Senior Coordinating Attorney for Pro Bono Initiatives

DEPARTMENT: Feerick Center for Social Justice
Law School, Lincoln Center

POSITION SUMMARY:
The mission of the Feerick Center for Social Justice is to promote the rights and address the problems facing marginalized and low-income New Yorkers and other vulnerable populations. The Center links the social justice community serving those in need to Fordham and engages the Fordham community in service of national and local social justice initiatives. The Center works with non-profit, legal services, and public sector organizations, bar associations, and individuals to respond to the challenges of those in need; and through education and collaboration, the Center engages with Fordham students, alumni, faculty, and administrators to create and implement long-term innovative solutions critical for lasting change.

RESPONSIBILITIES:
• Reports directly to the Deputy Director of the Feerick Center for Social Justice.
• With regard to the Center’s three CLARO in-person clinics operating in New York City Civil Court in Bronx, New York and Richmond Counties, and remote clinics serving individuals throughout the five boroughs:
  o Oversees all operational and programmatic aspects, including ensuring the smooth on-the-ground running of clinics and the provision of high-quality, limited-scope pro bono services;
  o Serves as the principal point of contact for the day-to-day operation of the CLARO Programs for key constituents, including court personnel, legal services partners, and volunteers;
  o Develops and maintains legal templates and interactive forms for use by pro bono volunteers;
  o Develops, as necessary, and maintains program manuals, policies, and protocols;
  o Supervises Feerick Center permanent and grant-funded personnel assigned to support the CLARO Programs; and
  o Represents the Center with key CLARO constituents and stakeholders, including program sponsors and other partners.
• Works on pro bono programs related to immigration, including service trips and remote pro bono opportunities.
• Manages grant reporting in connection with the Center’s pro bono programs.
• Oversees and/or supports volunteer recruitment and recognition for the Center’s pro bono programs.
• Spearheads community engagement efforts to ensure community- and client-centered programming in connection with the Center’s pro bono initiatives.
• Manages training of volunteers and legal services providers involved with the Center’s pro bono projects, including organizing training programs with a focus on cultural humility and diversity, equity, and inclusion.
• Helps develop Know-Your-Rights and outreach materials in connection with the Center’s pro bono initiatives.
• Oversees all aspects of the Center’s case management system in connection with pro bono services and ensure integrity of data collection and tracking.

QUALIFICATIONS:
• J.D. degree
• Minimum five (5) years of experience as a lawyer, preferably in a civil legal services organization and preferably providing consumer defense
• Admitted or eligible for admission to the bar of the State of New York
• Commitment to race equity, anti-racism, and economic justice in the workplace and in providing legal services
• Demonstrated passion for enhancing access to justice; experience with pro bono and volunteer management
• Demonstrated analytical, legal writing, and advocacy skills
• Strong interpersonal skills and team player with ability to work in a positive, collaborative, and inclusive environment
• Self-motivated worker with strong initiative, ability to work independently and with superior judgment
• Exceptional organizational skills and ability to balance multiple projects and deadlines
• Exceptional attention to detail
• Proficiency in Spanish strongly preferred; fluency in Spanish and English preferred
• Commitment to the Feerick Center’s mission
SALARY: Commensurate with experience
FLSA CATEGORY: Exempt
START DATE: ASAP
SEND LETTER AND RESUME TO: Feerick Center for Social Justice
Fordham University School of Law
feerickcenter@fordham.edu
SUBJECT LINE: Senior Coordinating Attorney for Pro Bono Initiatives Candidate 2021

No phone calls, please

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