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 New Yorkers and asylum-seekers at the border who have been marginalized or disadvantaged by the systems within which they interact. The Center links our work and our partner social justice advocacy communities to Fordham and engages the Fordham community in initiatives directed at our mission. The Center works with nonprofit and legal services organizations, public agencies, court partners, bar associations, and individuals to advance access to justice, social justice, and racial justice. 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.

The Feerick Center for Social Justice is committed to recruiting, hiring, and retaining a staff from different cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, ages, genders, and abilities, especially staff members from those groups that have historically been underrepresented in legal professional settings.

The Center firmly believes that a diverse staff is important to developing and operating programs that take into account and respond to the impact of the systems – economic, educational, and legal – within which clients interact and which marginalize and disadvantage them and which operate in the communities where the Center seeks to make positive contributions. Our staff members share a profound commitment to public service.

RESPONSIBILITIES:
• Report directly to the Deputy Director of the Feerick Center for Social Justice.
• With regard to the Center’s three court-based, in-person CLARO clinics, operating in New York City Civil Court in Bronx, New York and Richmond Counties, and newly launched Remote CLARO Program:
  o Oversee 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 Serve 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 Develop and maintain legal templates and interactive forms for use by pro bono volunteers;
  o Develop, as necessary, and maintain program manuals, policies, and protocols;
  o Supervise Feerick Center permanent and grant-funded personnel assigned to support the CLARO Programs; and
  o Represent the Center with key CLARO constituents and stakeholders, including program sponsors and other partners.
• Work on pro bono programs related to immigration, including service trips and remote pro bono opportunities.
• Manage grant reporting in connection with the Center’s pro bono programs.
• Oversee and/or support volunteer recruitment and recognition for the Center’s pro bono programs.
• Spearhead community engagement efforts to ensure community- and client-centered programming in connection with the Center’s pro bono initiatives.
• Manage 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.
• Help develop Know-Your-Rights and outreach materials in connection with the Center’s pro bono initiatives.
• Oversee 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. required
- 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, with superior judgment.
- Exceptional organizational skills and ability to balance multiple projects and deadlines.
- Exceptional attention to detail.
- Proficiency in Spanish essential; 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

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories