

# Pro Bono Coordinating Attorney, White Plains, NY

## Legal Services of the Hudson Valley

<http://www.lshv.org>

**Job Type:** Pro Bono Coordinating Attorney- White Plains Office

**Schedule Type:** Full-Time

**Date:** 11/14/2022

### About Us

For more than 50 years, Legal Services of the Hudson Valley (LSHV) has been providing free, high-quality legal counsel in civil matters when basic human needs are at stake including: eviction and foreclosure prevention, domestic violence, disability, elder law, healthcare, consumer fraud and more. Our services support almost 600,000 poor and low-income families and individuals who cannot afford an attorney in our seven-county service area. With the gap separating those who can and cannot afford legal representation widening each day, we work to ensure that everyone has equal access to justice, regardless of their ability to pay. As the only provider of comprehensive civil legal services in the lower and mid-Hudson Valley (Westchester, Putnam, Dutchess, Rockland, Orange, Ulster and Sullivan), LSHV is proud to have handled nearly 12,000 cases impacting over 27,000 household members including over 9,000 children last year. LSHV is made up of ten offices, and a dedicated and highly skilled staff of attorneys, paralegals and administrative professionals.

Legal Services of the Hudson Valley is dedicated to building a highly skilled workforce that reflects the diverse communities we serve and where everyone feels empowered to bring their authentic selves to work. We are committed to racial justice and promoting equity for all, and we continuously review and strengthen our processes and practices to empower our staff, clients and the communities we serve. Respect is a cornerstone of relationships among our staff. Our affinity groups are self-directed and provide a space for members to support one another and their shared vision. We encourage applications from people of all identities.

### Position Description

Legal Services of the Hudson Valley (LSHV), is seeking a Pro Bono Coordinating Attorney to work with the Pro Bono Director in increasing pro bono involvement, primarily in the area of housing law, throughout the seven counties that comprise LSHV's service area. This will involve responsibility to communicate with law firms, law schools, and corporate partners, as well as to coordinate pro bono attorney trainings and case placement. The position includes interaction with clients and mentoring and discussing legal strategy with pro bono attorneys on case referrals. The position will require supervision and training of volunteer law students. Travel throughout the LSHV's service area as well as to New York City is required.

### Responsibilities

- Recruit volunteers for collaboration in pro bono housing law related projects;
- Make presentations to potential project partners;
- Replicate current successful housing projects to provide services to additional clients in our service area;
- In collaboration with the Pro Bono Director initiate new pro bono housing projects focused on law school participation;
- Coordinate and manage trainings for attorneys in participating law firms;
- Make case assignments to law firm pro bono coordinators;
- Provide support to volunteer attorneys and manage all aspects of collaborative projects;
- Assist with ongoing projects with corporate partners;
- Participate in the development of CLE programs for pro bono attorneys;
- Place individual cases with pro bono attorneys;
- Match volunteer attorneys with mentors, where appropriate;
- Directly represent clients in Landlord/Tenant Court, where appropriate;
- Participate in networking and outreach events;
- Assist in planning volunteer recognition events;
- Perform administrative tasks and other duties, as assigned by supervisor.

### Qualifications

- Five or more years legal experience and member in good standing of the New York State bar;
- Ability to communicate effectively with clients, staff and volunteers;
- Comfort in interacting with private attorneys, public service attorneys, judges and court personnel, as well as with public speaking;
- Ability to work independently as well as collaboratively with colleagues and members of the communities we serve;
- Capacity to establish priorities and achieve results;
- Enthusiasm for working with a population who normally would not be able to afford an attorney;
- Excellent written and oral communication, computer/technology, problem-solving, and people skills; attention to detail;
- Experience with housing law a plus, but not required;

- Interest in working in a fast-paced environment; and
- Driver's license and transportation.

**Salary:** Competitive with excellent benefits. A one-time \$1,000 bonus will be paid to the selected candidate, if they begin employment with LSHV by 12/31/2022. After a probationary period, this position may permit work from home.

**Please apply at our career center by following this link, and include cover letter, writing sample and three references:**

**[PRO BONO COORDINATING ATTORNEY - LEGAL SERVICES OF THE HUDSON VALLEY, WHITE PLAINS, NY](#)**

Legal Services of the Hudson Valley is a proud equal opportunity employer. People of all races, color, religion, gender, sexual orientation, gender identity, national origin, age, disability and veteran status, are strongly encouraged to apply.