

Contract Opportunity: City Counseling Program

City Counseling Independent Contractor Attorneys

The Community Legal Resource Network at CUNY School of Law is offering an exciting opportunity for experienced attorneys to serve New York City's underserved communities. You are invited to apply to become part of this highly professional, committed cohort of legal counseling attorneys delivering services throughout New York City.

POSITION TITLE:

City Counseling Independent Contractor Attorney

PROGRAM OVERVIEW:

CUNY School of Law created the Community Legal Resource Network (CLRN) in 1998 to provide exceptional professional development support and opportunities for CUNY's graduates using law in the service of human needs beyond their years of CUNY law school, and throughout their careers. As part of the Law School's goal to increase access to justice for underserved communities, CLRN engages experienced CUNY School of Law alumni as independent contractor attorneys to deliver legal information, counseling, un-bundled, limited- scope assistance, and helpful referrals, and to demonstrate the value of our brand of public service throughout the City. This programming is made possible by funding from various members of New York City Council and New York State Legislature.

POSITION OVERVIEW & RESPONSIBILITIES:

CLRN will contract Independent Contractor Attorneys to deliver professional, high quality, efficient and compassionate limited scope legal assistance, as well as Know-Your-Rights presentations. Independent Contractor attorneys will be placed in New York City Council Member Offices or a designated trusted Community Based Organization, where they will assist constituents on a range of legal matters. **Legal service areas include housing, immigration, family, public benefits, elder law, small business and general civil litigation.**

The duties of the Independent Contractor Attorney include:

- Meet one-on-one with clients to review and assess legal needs, provide limited scope legal advice, prepare and review basic legal documents, and/or refer constituents for further legal assistance or related services.
- Deliver Know-Your-Rights presentations of legal material to groups or office staff. (not at all sites)
- Interface with community-based site with professionalism and willingness to work with staff to be pro- active in optimizing service delivery.
- Maintain accurate and current records, including entry of program data on survey tool.
- Attend any required trainings and meetings.

POSITION QUALIFICATIONS:

- CUNY School of Law Alumni
- Licensed New York State Attorney in good standing
- Minimum four (4) years of experience delivering direct legal services
- Professionalism in all aspects of direct service delivery and program support
- Maximum attention to accuracy and thoroughness of information dispensed
- High quality communication skills, utilized with clients and program staff
- Cross cultural competency
- Flexible and adaptable in a fast or slow-paced environment
- Ability to coordinate, and keep to a pre-arranged schedule
- Experience delivering limited scope legal consultations
- Collaborative and supportive in a co-located workspace
- Multi-lingual fluency preferred (Spanish speaking attorneys needed, other languages are helpful, such as Bengali, Urdu, Mandarin Chinese, French, Patois, Arabic)

COMPENSATION:

\$110.00 per hour for in-person work

\$100.00 per hour for remote work

START DATES/HOURS:

This position has rolling start dates for various sites. All position locations and schedules are set by agreement with the site and attorney. The hours involved range from individual events to weekly full-day placement, depending on need of district and your availability.

HOW TO APPLY:

To apply, please email Trang Le-Chan at Trang.Le-Chan@law.cuny.edu the following:

- email/letter of interest, including how this program fits with your professional arc
- resume (or LinkedIn link)
- 3 professional references

WHEN TO APPLY:

We are currently hiring. Applications will be accepted until all positions are filled.

Applicants are strongly encouraged to apply asap for current openings, however, please apply if you would like to be considered for future placements as well. (Specify interest in your cover letter.)

If you are currently or recently contracted, and interested in additional work, please just email me to let me know of your interest.

Please contact Trang Le-Chan at Trang.Le-Chan@law.cuny.edu with any questions.