

## **Eviction Defense Program Assistant**

**Full-time, salaried**

**Volunteer Lawyers Project of CNY, Inc.**

The mission of the Volunteer Lawyers Project of CNY, Inc. (VLP) is to provide access to justice through engaging the legal community in volunteer service to those in need. VLP receives funding from a variety of public and private sources and enjoys strong support of local bar associations.

### **Position Description**

The Volunteer Lawyers Project of CNY, Inc. (VLPCNY) is seeking one full-time Legal Program Assistant to start as soon as possible. Must be available to attend Syracuse City Court for client interviews and intakes every weekday morning from 9:00am-11:00am. Remaining work can be done on a planned hybrid basis. Reporting to a Supervising Attorney or Program Director, the Program Assistant will administratively support VLPCNY's work providing legal services to eviction defense clients in Upstate New York.

The Program Assistant will support VLPCNY's Housing and Eviction Defense Program in a variety of program related office, client services, reporting, and data duties. Desired individuals must be organized, detail oriented, have good interpersonal skills, and a desire to assist clients.

Job duties for this position include:

### **Program Support:**

- Assist with client communications, intake interviews, scheduling, follow up, and helping clients to gather information and documentation.
- Provide support to pro bono attorneys and student volunteers during court, client meetings and case preparation; help with logistics of setting up meetings, translation, copying, and other support as needed.
- Assist in coordinating, setting up, and hosting legal clinics.
- Track client outcomes, enter client data into case management programs, and help provide appropriate referrals to social services, and other agencies.
- Organization and maintenance of various program files
- Review and office preparation of daily court calendars including checks of codes reports and property tax records for rental properties

- Assist program with client, volunteer attorney, and community partner communications, including phone calls, emails, texts and letter drafting as needed
- If fluent in a language other than English, provide interpretation and help translate documents.

The Program Assistant will be called on to support the agency with additional matters as needed. This is not a complete list of all duties and responsibilities.

**Minimum Qualification Standards:**

- Proficient in Word & Excel and comfortable with data entry and case management software.
- Experience working in a professional setting.
- Comfortable conducting in person client intake interviews and gathering detailed information and documentation in a busy court environment.
- Available to attend Syracuse City Court with our Team weekday mornings from 9-11
- Experience working with (or volunteering with) organizations that focus on serving vulnerable and diverse populations preferred.

**Knowledge, Skills, and Abilities:**

- Positive attitude and flexibility – willingness to jump in and help out wherever needed.
- Team player who can analyze and solve issues as they arise.
- Fully embrace mission of the organization.
- Maintain high standards of professional demeanor, including in communications with funders, staff, volunteers and clients.
- Strong work ethic and organizational skills. Ability to work with sensitive and confidential information.
- English language fluency is required, and ability to also speak Spanish or another second language is strongly preferred.

We expect this position to be in-person with some opportunity for hybrid or work from home hours each week. We expect a willingness to attend meetings, community outreach events, and meet with clients as necessary. For the safety of our clients, community, and staff, all VLP staff must be fully vaccinated for COVID-19.

Salary: Dependent upon experience, starting at **\$40,000 per year (\$20.51 per hour)**. Benefit package included. This job description is not an exclusive statement of the roles and responsibilities of the position. Other duties may be required.

To apply, please submit cover letter and resume to Laurie Rolnick, Esq. at [lrolnick@vlpcny.org](mailto:lrolnick@vlpcny.org). Applications will be accepted until the position is filled, and we are hoping to fill the position as soon as possible.

### ***OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION***

*Volunteer Lawyers Project of CNY, Inc. is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us.*

*VLPCNY is an equal opportunity employer. VLPCNY seeks to hire individuals from diverse backgrounds and with diverse experiences who are professional, collaborative, and creative thinkers with a passion for our mission.*