



JOB ANNOUNCEMENT

STAFF ATTORNEY SMALL BUSINESS SUPPORT PROJECT, COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAM

Brooklyn Legal Services Corporation A (Brooklyn A) seeks a staff attorney between 2-5 years practice experience to work in the Small Business Support Project of its Community and Economic Development (CED) Program.

Since 1968, Brooklyn A has provided free legal services for low-income residents and organizations primarily located in North and East Brooklyn, pursuing a neighborhood-based mission of justice, empowerment and community development. For over four decades, Brooklyn A has sustained its CED Program, representing hundreds of non-profit community-based organizations (CBOs) and community development corporations (CDCs) in low-income neighborhoods. Our CED attorneys provide CBOs and CDCs with ongoing, comprehensive legal counsel in their daily operation and functioning and at all stages of project and program development. With our CED attorneys' assistance, our clients are able to increase their organizational strength, the effectiveness of the services they deliver, and their ability to meet their community's needs. In 2017, Brooklyn A launched its Small Business Support Project which broadened the scope of its CED Program to include transactional representation of small businesses. The initial focus of Brooklyn A's Small Business Support Project has been on commercial lease non-litigation matters via our Commercial Lease Assistance Program (CLA Program). Through the CLA Program, Brooklyn A partners with two other non-profit legal service providers to represent small businesses in all five boroughs. This legal consortium also works with a number of CBO sub-contractors and other partners to assist with outreach, education and organizing to and amongst small businesses. The position reports to the Director of the CED Program and will receive CLA Program case assignments and general support from the Small Business Support Project Program Manager. Additionally, the Small Business Support Project has recently expanded to include, in limited circumstances, entity formation matters and anticipates future expansion to include the full range of transactional legal services that we currently provide our nonprofit clients, including representation on small business loan financings, construction and design agreements in connection with build-outs of leased and/or owned spaces, strategic alliances, and general counsel matters, etc.

The attorney will handle independent matters appropriate to his or her level of experience and often work with other members of the CLA Program consortium and the Brooklyn A CED Program. The position offers a unique opportunity to practice transactional real estate law in a public interest setting while building collaborative relationships with colleagues in partner legal organizations, local CBOs and small businesses. The attorney will also be expected to contribute to discussions and support work regarding program development and contract reporting so as to maximize opportunities to serve the small business communities served by Brooklyn A.

The CED Small Business Legal Support Project attorney will provide services including, but not limited to:

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- Client Matter/Transactional Work
 - Provide direct counsel and legal services to small business clients, including the review, drafting, and negotiation of commercial leases
 - Conduct client interviews and case intake
 - Collaborate with and help to supervise student interns, fellows, externs and volunteers
 - Work together with CLA Program partners and other stakeholders
 - Attend client meetings during evening and weekends as necessary
 - Facilitate educational workshops and conduct brief advice clinics
 - Develop and update programmatic and educational materials
 - Assist with outreach efforts promoting program services
 - Assist with referrals to and collaboration with pro bono private counsel.
- Administration and Grant/Contract Compliance
 - Assist with grant/contract reporting and case data management
- Development and Fundraising
 - In coordination with Director of the CED Program and Small Business Support Program Manager, participate in development and public relations to maintain and build community partner relationships as well as expand outreach to small business client population and support of program
 - Support fundraising and grant management efforts
- Public Relations/Outreach
 - Engage in community outreach and participate in related task forces and committees

Candidates must have relevant interest, experience, skills and commitment. Applicants must have the following qualifications:

- Admission to the bar of the State of New York or eligible for admission
- Have at least two (2) years' post-law school experience in transactional practice (including, but not limited to, real estate (commercial lease), corporate, finance, and contract law) or other relevant experience
- Demonstrated knowledge of the commercial leasing landscape for small businesses in New York City
- Have excellent transactional, analytical, legal writing, and advocacy skills
- Have excellent organizational and interpersonal skills
- Have effective communication skills, including the ability to work with people in complex multi-party transactions and with nascent community groups with limited legal knowledge
- Ability to work independently and collaboratively; to manage a high case load and complex projects; to manage and meet deadlines; and to be flexible
- Computer proficiency sufficient to independently review and generate materials relevant to the position as well as track client information in our database, prepare reports for grantors, attend meetings, and perform administrative tasks related to the work, such as timekeeping and case notes
- Demonstrated ability to effectively communicate with individuals from diverse backgrounds and local organizations
- Willingness to assist the CED Program Director and Brooklyn A's development activities in

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fundraising and grant-management efforts, including participating in fundraisers, meeting with potential funders, and helping with grant reporting.

Applicants possessing the following qualifications will be viewed favorably:

- Experience working with low- to moderate-income individuals and/or small business owners including commercial leases and landlord/tenant proceedings, strongly preferred
- Demonstrated ability to work with diverse populations and to foster cultural competency both personally and organizationally
- Commitment to public interest work and furthering neighborhood-based community development in low-income communities
- Prior experience participating in a government-funded program with an eligibility-determination component
- Demonstrated ability to speak on panels, facilitate workshops, participate on practice-related affinity groups, publish articles, etc., with the common goal of effectively advocating on behalf of our clients and Brooklyn A and being a thought leader in the field
- Language proficiency relevant to our clients, especially Spanish, Korean, Mandarin, and/or Cantonese

Brooklyn A is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status.

Salary will be commensurate with experience; competitive health care and other benefits will be provided.

Applications will be considered on a rolling basis.

To apply, please submit a cover letter and resume (preferably as a single PDF named as follows: "LastName_FirstName_CED_StaffAttorney_Small_Business.pdf") to:

Human Resources
Brooklyn Legal Services Corporation A
E-mail: bkajobs@bka.org
Please put "CED Staff Attorney" in the subject line