Position Opening: Staff Attorney

FLSA: exempt

Grow Brooklyn is a Bushwick-based non-profit organization whose mission is to enable members of its community to preserve and grow their assets, thereby securing their economic future. Founded in 2008, it is an affiliate of Brooklyn Coop Federal Credit Union.

Grow Brooklyn has two legal service programs. First is free foreclosure defense, closely associated with our foreclosure prevention counseling. GB attorneys help clients to understand their loan documents, assess their financial situation, and apply for workouts from their mortgage servicers. We also represent homeowners in court-mandated settlement conferences and in some motion practice. Second, we offer free and low-cost estate administration services encompassing both advice & counsel to pro se applicants and full legal representation. We also prepare a range of Advance Directives, including Trust Agreements and Last Will and Testaments.

The Staff Attorney would assist in both legal services programs in the areas of:

* *Client Intake:* Meet with individuals to assess their situation and determine how GB can best assist them.
* *In-Court Appearances:* Provide limited representation at Kings County Supreme Court Settlement Conferences or in Kings County Surrogates Court when appropriate.
* *Staff a Courthouse Clinic:* Provide legal advice and referrals to pro se defendants.
* *Training:* Attend regular training sessions to maintain good standing before the NYS Bar, required certifications, and obtain relevant foreclosure-specific knowledge.

Administrative duties including maintaining and tracking client data is essential. All GB staff, including attorneys, are expected to fulfill funder requirements to report on our work in a timely and accurate manner.

Qualifications

* This position is ideally for an attorney with 0 – 3 years of legal experience and 1-2 years’ experience with direct client service.
* Excellent interpersonal, organizational and communication skills.
* Fluency in a second language is preferred, particularly Spanish.
* Ability to work independently is essential.

Competitive salary and benefits offered.

Please send letter of interest and resume to Samira Rajan at samira@growbrooklyn.org. Position to start as soon as possible.