



Fellow | Homeowner Stability Project

The [City Bar Justice Center](#) (CBJC) seeks an attorney committed to expanding access to justice to join us as a Fellow supporting our Homeowner Stability Project (HSP), an innovative initiative that combats poverty and homelessness by assisting New Yorkers of low to moderate income in foreclosure, title correction, and other housing stability matters. CBJC provides high-quality, free civil legal services benefiting nearly 25,000 New Yorkers each year who lack resources to hire private counsel. With a staff of about 30, CBJC also relies on partnerships with law firms, corporate legal departments, the courts, the City Bar, and other stakeholders. In 2020-21, roughly 2,000 pro bono attorneys donated services to support client work drawn from CBJC's [dozen civil legal services projects](#).

The HSP Fellow's areas of responsibility include, but are not limited to:

- Working under the supervision of HSP's project director and in collaboration with HSP's project coordinator to assist homeowners throughout New York City who face housing instability, with a particular focus on homeowners who identify as Black, of color, elders, or LGBTQ+, and other New Yorkers struggling with poverty and other systemic socioeconomic barriers, and to support HSP's goals of keeping individuals and families in place and neighborhoods and communities intact while addressing the inequities of discriminatory historic and current lending and property law practices.
- Screening a high volume of cases; interviewing and recording data on potential clients; and assessing, investigating and researching incoming matters, land and title records, and relevant case law.
- Providing brief legal advice as well as full representation in both litigation and transactional matters as assigned by the project director, including by preparing briefs, motion papers, deeds, and other legal documents, and appearing at hearings and conferences in New York Supreme and Surrogate's Courts and Federal Court.
- Assisting the project director in placing HSP cases with volunteers, providing training and ongoing support to volunteers, and managing HSP's outreach efforts which include legal partnerships, community group collaboration, and intern recruitment and supervision.

EXPERIENCE, SKILLS, AND REQUIREMENTS:

- Must be New York bar member in good standing with at least 1 year of work experience related to law, including relevant internships. Secondary language skills are a plus but not required.
- Detail-oriented self-starter with superb judgment, a culturally sensitive communication and client counseling style, and a capacity to multi-task who is creative, thoughtful, and tech savvy, and can demonstrate a commitment to pro bono, serving those who struggle with a lack of resources, and advancing racial equity.
- Excellent writing and editing, research, oral communication, and organizational/project management skills; ability to work both independently and with others, and to effectively supervise volunteers, interns, and legal assistants.
- Proficient with Microsoft Office 365 and ability to effectively learn and use legal database and other platforms.
- We seek candidates who can make at least a one year commitment to this fellowship, which is supported by a renewable grant.

The City Bar Justice Center has implemented a hybrid work environment consistent with public health guidelines. While the hybrid schedule remains subject to review and revision, candidates for this position will be expected to work out of our main offices located in the City Bar building in midtown Manhattan roughly 50% of the time and remotely for the balance of time. The City Bar requires all employees, including this position, to

be fully vaccinated against COVID-19 to enter our building. Additional information about this policy is available via Human Resources.

Candidates must be authorized to work in the United States. We are not able to sponsor visas for this position.

Salary for this position is based on experience and competitive for the public interest legal services sector. The New York City Bar Association provides a competitive benefits package, including generous paid time off, choice of medical plans, dental, vision, 401K, life insurance, commuter benefits, Employee Assistance Program, and employee discounts, among others.

To apply: Please send a cover letter explaining your interest, a resume, and three professional business references via email to humanresources@nycbar.org with **HSP Fellow** in the subject line. This is a newly funded position available as soon as the chosen candidate is able to begin work with us.

The City Bar Justice Center is a proud equal opportunity and affirmative action employer, and we particularly encourage applications from candidates belonging to communities historically under-represented in the legal profession. It is our policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, creed, age, national origin, alienage or citizenship status, gender (including gender identity and sexual harassment), sexual orientation, disability, arrest or conviction record, pregnancy, credit history, salary history, caregiver status, marital status, partnership status, or status as a victim of domestic violence, stalking and sex offenses, religion, sex, genetic information, military status, unemployment status or any other characteristic as protected by law. With regard to the Americans with Disabilities Act and other related laws, the organization will endeavor to make reasonable accommodations for persons due to their religious beliefs; disability; pregnancy, childbirth or related medical condition; or because the individual was a victim of domestic violence, sexual violence or stalking.