



Mayor's Office of Climate and Environmental Justice (MOCEJ)

Position Title: Assistant General Counsel

Job ID Number: 37433

About the Office:

The Mayor's Office of Climate and Environmental Justice (MOCEJ) is a team of architects, lawyers, data and climate scientists, engineers, policy advisors, geologists, and city planners working to create a city where our 8.8 million New Yorkers can live, work, learn, and play in healthy, resilient, and sustainable neighborhoods. MOCEJ integrates sustainability, resiliency, and environmental justice into one coordinated approach across several climate and environmental offices, all working to make our buildings efficient and resilient; our infrastructure climate ready; our streets, open spaces and public realm active, safe and healthy; and our energy clean and resilient. All New Yorkers deserve to live, learn, work, and play in safe, healthy, resilient, and sustainable environments, even as the climate changes. MOCEJ is committed to improving environmental quality for all, prioritizing front line communities, seeking to redress current and past injustices and inequities while creating economic opportunities for all. Through science-based analysis, policy and program development, and capacity building, MOCEJ leads the City's efforts to ensure that New York City is minimizing its contributions to climate change, preparing to adapt and protect New Yorkers from extreme weather and multiple climate hazards, and giving every New Yorker a meaningful voice in our city's future.

About the Role:

The legal team provides strategic legal advice and guidance on operational, administrative, and programmatic activities at MOCEJ. Under the supervision of the General Counsel, the Assistant General Counsel will work closely with all teams at MOCEJ, liaise with the Law Department and attorneys for other City agencies and Mayoral offices on a range of complex environmental matters and issues, and provide critical support for MOCEJ to fulfill its mission from policy development to planning of major construction projects.

Responsibilities include, but are not limited to:

- Ensure that policies, projects and programs implemented by MOCEJ are compliant with Federal, State and local laws;
- Conduct research and analysis of specific legal questions and prepare memoranda and opinions setting forth research results, recommendations and conclusions in a variety of environmental law areas;
- Review and draft agreements with City, State, Federal and private entities, including grant agreements, procurement contracts, Project Partnership Agreements, MOUs, NDAs, and real estate agreements;

- Coordinate MOCEJ's response to Freedom of Information Law (FOIL) requests;
- Review new legislation and regulations and lead the development of City comments on Federal and State proposed regulations that impact MOCEJ projects, policies or initiatives;
- Support officewide efforts to ensure compliance with the City's Information Privacy Law;
- Support the development of protocols needed to manage legal risk and otherwise support effective functioning of MOCEJ;
- Manage both the legal and administrative aspects of litigation, including the litigation hold process;
- Perform other duties as needed.

Qualifications:

- Ability to maintain working relationships with staff, city officials, government agencies, the public and all other internal and external constituencies at all levels with utmost professionalism.
- Familiarity with Community Development Block Grant – Disaster Recovery (CDBG-DR) funds from HUD or FEMA assistance programs, a plus.
- Excellent organizational, research, analytical, and problem-solving skills.
- Outstanding written and spoken communications skills.
- Ability to work independently.
- Ability to work calmly and proficiently under pressure and to adhere to strict deadlines.

Salary Range:

Commensurate with experience.

To Apply:

Please send a copy of your resume, a cover letter, and three (3) references to [Candidate Application](#)

New York City Residency Is Required Within 90 Days of Appointment

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcomed to apply.

For current job opportunities in the NYC Mayor's Office visit the [Mayor's Office Job's Page](#)

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at HR@cityhall.nyc.gov.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.