

**VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS**

**Name of Organization:** MFY Legal Services, Inc.

**Brief Description of Organization:** MFY Legal Services, Inc. is a citywide legal services organization with a mission to ensure that no New Yorker is denied access to justice because he or she cannot afford an attorney. For the past 50 years, MFY has provided free legal assistance to tens of thousands of New Yorkers in the areas of housing, public benefits, consumer, employment, civil and disability rights, and family law matters.

**Population(s) Served:** Income eligible New York City residents.

**Website:** <http://www.mfy.org/>

**Phone:** 212-417-3700

**Address:** 299 Broadway, 4th Floor  
New York, NY 10007

**VOLUNTEER COORDINATOR CONTACT**

**Name:** Maia Godell Esq.

**Title:** Supervising Attorney

**Phone:** 212-417-3779

**Email:** [mgodell@mfy.org](mailto:mgodell@mfy.org)

**VOLUNTEER OPPORTUNITIES**

**Workplace Justice Program-Re-entry Clinic Assistance:** Duties may include in person client meetings, calls, resarch going to court to help clients file certificates of relief from disabilities and helping clients to get charging documents

**Can Volunteers Work Off Site?** No.

**Type of Work:** Legal intake, limited information and referrals.

**Location of Volunteer Opportunity:** MFY Offices.

**Area of Substantive Law:** Employment Law.

**Supervision:** Each volunteer attorney will be fully supervised.

**Training:** MFY provides training.

**REQUIREMENTS OF VOLUNTEER**

**Time Commitment:** Minium of one 3 hour shift each month.

**Previous Experience in Substantive Law Required:** Public interest background.

**Specific/Previous Training Required:** No.

**OTHER INFORMATION**