

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Brooklyn Legal Services Corporation A (a program of Legal Services NYC)

Brief Description of Organization: Brooklyn Legal Services Corporation A's purpose and goal is to provide high-quality legal assistance to low-income individuals and community groups in North and East Brooklyn. We view legal assistance in terms of community development, education, and mobilization, as well as traditional representation. To that end we partner with and provide legal services to effective local grassroots organizations that have a demonstrated commitment to our common goal of social and economic justice. We also represent individuals in the areas of housing, family law, government benefits, and foreclosure defense.

Population Served: Low-income residents of Eastern and Northern Brooklyn.

Website: www.bka.org

Phone: 718-487-2300

Address: 256-260 Broadway, Brooklyn, New York 11211

VOLUNTEER COORDINATOR CONTACT

Name: Batya Miller, Esq.

Title: Pro Bono Coordinator

Phone: 718-487-2341

Email: bmiller@bka.org

VOLUNTEER OPPORTUNITIES

Low-Income Co-ops Legal Support Project: This project provides legal services for low-income cooperatives dotting the neighborhoods of Williamsburg and Greenpoint. They are a critical source of affordable housing in our neighborhoods but face ongoing legal problems including governance issues, accumulated back taxes owed to the city (water taxes) and sometimes the state (workers compensation) and related bankruptcy proceedings, and the need for sale and sublet policies, which protect the integrity of the co-ops as a source of low-income housing. Some buildings need help with the conversion of the building to a non-profit co-op. The work is mostly transactional and finite.

Can Volunteers Work Off Site? Yes, depending on the particular assignment.

Type of Work: Mostly transactional - reviewing and developing documents; negotiating with city and state agencies.

Location, Days and Hours of Volunteer Opportunity:
Williamsburg office, at 256-260 Broadway, Brooklyn, New York.

Area of Substantive Law: Corporate Law, Housing Co-op and Finance Law.

Supervision: The director of Brooklyn A's Group Housing Unit will be supervising the attorney.

Training: Available as needed from a variety of sources including programs offered by the LS-NYC Legal Support Unit.

REQUIREMENTS OF VOLUNTEER

Time Commitment: The total time commitment and time frame over which the assignment is completed varies depending on the assignment.

Previous Experience in Substantive Law Required:
Transactional work and co-op work desired but not required.
Spanish language skills very helpful but not required.

Specific/Previous Training Required: No.

OTHER INFORMATION

[Apply to be a Volunteer](#)