

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Northern Manhattan Improvement Corporation (NMIC)

Brief Description of Organization: NMIC is a community-based, nonprofit organization founded in 1979 that serves low-income residents of Washington Heights and Inwood, by preserving affordable housing through legal services, community organizing, and building weatherization; by promoting economic self-sufficiency through adult education and workforce development; and by stabilizing families through social services, health education, and domestic violence intervention.

Population Served: Low-income residents in Washington Heights and Inwood.

Website: <http://www.nmic.org/index.htm>

Phone: (212) 822-8300

Address: 76 Wadsworth Avenue
New York, NY 10033

VOLUNTEER COORDINATOR CONTACT

Name: Kenneth (Ken) Rosenfeld

Title: Director of Legal Services

Phone: (212) 822-8327

Email: kenrosenfeld@nmic.org

VOLUNTEER OPPORTUNITIES

Benefits Advocacy: NMIC Legal Services ensures that all clients get the appropriate public benefits the law allows. NMIC concentrates on supplemental rent subsidies to keep low-income families in their homes and helping disabled children receive SSI benefits.

Location, Days and Hours of Volunteer Opportunity:
Washington Heights office.

Area of Substantive Law: Litigation; Public Benefits.

Can Volunteers Work Off Site? Yes.

Type of Work: Full Representation.

Supervision: NMIC assigns the volunteer to one of its staff attorneys, who the volunteer will assist on a particular legal matter until the matter is resolved. The volunteer is also free to contacting Mr. Rosenfeld with any questions or concerns.

Training: NMIC orients its volunteers but does not require them to participate in a particular training program.

REQUIREMENTS OF VOLUNTEER

Time Commitment: NMIC does not have specific volunteer requirements for AEP volunteers, though NMIC prefers volunteers who are willing to commit more than 30 hours a year.

Previous Experience in Substantive Law Required:
No.

Specific/Previous Training Required: No.

Other Information

[Apply to be a Volunteer](#)