

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

Consumer Debt: NMIC's Legal Department assists clients with consumer debt legal issues with both advice and representation. With the increasing burden of improper consumer debt claims, NMIC staff is able to help relieve clients from the crushing economic burden of improper consumer debt cases and claims.

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

Area of Substantive Law: Litigation; Consumer Law.

Can Volunteers Work Off Site? Yes.

Type of Work: Full Representation; Limited Legal Advice.

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](#)