

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS	
Name of Organization: Urban Justice Center (UJC)	
Brief Description of Organization: For 26 years, the Urban Justice Center has served New York City's most vulnerable residents through a combination of direct legal service, systemic advocacy, community education, and political organizing.	
Populations Served: UJC represents an extraordinary array of the most deprived and abused people in our society, including members of the working poor, and works on issues related to discrimination and oppression.	
Website: http://www.urbanjustice.org/ Phone: 646-602-5600 Address: 123 William Street 16th Floor New York, NY 10038	

VOLUNTEER COORDINATOR CONTACT	
Name: Doug Lasdon Title: Executive Director Phone: (646) 602-5600 Email: dlasdon@urbanjustice.org	

VOLUNTEER OPPORTUNITIES	
Community Development Project (CDP): The CDP works with dozens of community-based organizations throughout New York City that are engaged in organizing and advocacy work on behalf of low-income communities, particularly communities of color. Its work includes transactional legal services to grassroots non-profit organizations, litigation, research and policy, and technical assistance to non-profit organizations. While it partners with groups working on a wide range of issues, most of its work falls into one of these general categories: * Affordable Housing and Tenant Organizing to enforce the housing code * Employment and Labor Law Litigation on behalf of low-wage immigrant workers * Transactional Legal Services and counsel to non-profit organization * Consumer Rights * Foreclosure Prevention Advice and Representation	
Can Volunteers Work Off Site? Sometimes. CDP is very flexible and although some amount of time at UJC's office will likely be necessary, the Attorney Emeritus can also work from home or their own office.	
Type of Work: Full Representation; Limited Legal Advice; Legal Research & Writing; Administrative Hearings & Agency Advocacy.	
Location, Days and Hours of Volunteer Opportunity: Urban Justice Center Office.	Area of Substantive Law: Non-Profit Law, Housing Law, Employment Law, Immigration Law, Consumer Law, Foreclosure Law.
Supervision: Other CDP attorneys will be on-site and available to the attorney emeritus as needed. However the ideal candidate will have significant experience with the substantive areas implicated in their volunteer assignment and will not require significant supervision. If the volunteer works offsite, supervision can be available by telephone as needed.	Training: CDP will provide an orientation and training materials to the Attorney Emeritus. Additional training can be provided as needed.

REQUIREMENTS OF VOLUNTEER	
Time Commitment: CDP seeks a volunteer willing to devote approximately 2 to 3 days per week for an extended period of time.	
Previous Experience in Substantive Law Required: Experience with corporate and/or non-profit law.	Specific/Previous Training Required: No.

[Apply to be a Volunteer](#)