CIVIL RIGHTS, EDUCATION AND EMPLOYMENT ATTORNEY

Rochester, New York – Full time Exempt position

Empire Justice is a statewide, multi-issue, multi-strategy non-profit law firm focused on improving the “systems” within which poor and low-income families live. With a focus on poverty law, Empire Justice Center undertakes research and training, acts as an informational clearinghouse, and provides direct representation and support to local legal services programs and community based organizations. As an advocacy organization, we engage in legislative and administrative advocacy on behalf of those harmed by poverty and discrimination. As a nonprofit law firm, we provide legal assistance to those in need and undertake impact litigation in order to protect and defend the rights of disenfranchised New Yorkers.

Empire Justice employs dedicated, determined, and passionate advocates who together, make a significant impact on the lives of low-income New Yorkers. With offices in Rochester, Albany, Westchester, and Long Island, our organization offers staff an exciting and dynamic working environment and a strong commitment to teamwork, diversity, and personal/professional development.

**Primary Responsibilities:**

The staff attorney will be responsible for supporting senior attorneys in the Civil Rights, Education and Employment Practice group in handling individual cases and systemic change litigation, with the opportunity to carry his/her/their own caseload depending on experience. Duties will include: evaluating new cases for acceptance by the practice group; pre-filing case work-up, legal research, drafting memoranda, meeting with clients, drafting pleadings, briefs and/or discovery, document review, case management and other duties as assigned. Case work may involve representing clients in a variety of settings such as state or federal administrative agencies, federal court and possibly state court. An integral part of the staff attorney’s work also includes advocacy through local and state level policy initiatives, and collaboration with community organizations supporting the low-income and marginalized communities we serve.
Requirements:

- Proven interest in and commitment to advocacy for the legal rights of low-income and other vulnerable populations.
- A J.D. and 2-5 years relevant legal experience.
- Admission to the New York State Bar or passed the NY bar and awaiting admission; or out of state admission with eligibility for pro hac vice status (with expectation of New York admission within two years).
- Excellent written and verbal communication, legal research and analytical skills, excellent organization and ability to meet deadlines.
- Ability to work successfully with individuals from diverse backgrounds and treat clients with consideration and respect.
- Ability to work independently and as part of a team.

A highly qualified and desirable candidate would also have the following:

- Experience working with low-income families and communities.
- Experience representing clients in state or federal court and/or administrative agency proceedings.
- Experience in outreach, community education, organizing, or coalition-building.
- Working knowledge of one or more of the practice group’s substantive areas of practice (civil rights, education and/or employment law).
- Bilingual (English & Spanish or English & ASL)

Salary and Benefits

Salary is commensurate with experience and based on the organization’s salary scale. Empire Justice Center offers a generous benefit package, including health insurance, life insurance, vacation, holiday and sick time. We are an organization that supports and encourages a work/life balance.

Empire Justice Center is an Equal Opportunity/Affirmative Action employer and desires a diverse and inclusive work force. People of color, women, persons with disabilities, the elderly, gay, lesbian, bisexual and transgender are welcomed and encouraged to apply.

This position is available immediately. Applications will be accepted until position is filled. To apply, please send your cover letter, resume, writing sample and three professional references to: employment@empirejustice.org

(no phone calls or hard copy mail please)