Regional Attorney Coordinator
Crime Victims Legal Network
NEW YORK

Employment Status: Full-Time
FLSA Status: Exempt
Practice Group: Crime Victims Legal Network (CVLN)

I. Organization Information

Empire Justice Center, a diverse and highly respected, statewide legal services organization, seeks a Regional Attorney Coordinator for our Crime Victims Legal Network. This is an opportunity to join and grow in one of the most influential organizations serving marginalized low-income individuals and families in New York State.

Empire Justice Center attracts and employs a diverse team of dedicated, determined, and passionate advocates who significantly impact the lives of low-income New Yorkers. We succeed through direct legal representation, high-impact litigation, and legislative and administrative advocacy. Additionally, the organization provides top-notch training and technical assistance to other advocates to ensure fairness and justice for New Yorkers. The organization thrives on our commitment to supporting justice for populations historically and currently experiencing high levels of oppression. These populations include racially diverse individuals and families experiencing poverty, housing insecurity, immigration issues, and domestic violence. Additionally, the organization advocates for people with disabilities, members of the LGBTQ community, and school-age children facing discrimination and violations of their civil rights in schools.

With offices in Rochester, Albany, Westchester County, and Long Island, our organization offers staff an exciting and dynamic inclusive working environment with a strong commitment to work/life balance, teamwork, diversity, wellness, and personal/professional development.
II. **Position Summary**

Empire Justice Center is pleased to announce an opening for a Regional Attorney Coordinator. As part of Empire Justice Center’s Crime Victims Legal Network statewide team, the Regional Attorney Coordinator will provide technical assistance (i.e. legal research, training, case consultation), facilitate regular virtual meetings, coordinate, and support the work of civil legal attorneys across the state who represent victims of crime, particularly those funded by the NYS Office of Victim Services (OVS).

III. **Essential Duties and Responsibilities**

- Travel, as needed, to fulfill grant obligations.
- Communicate with others virtually and in person.
- Work regularly and effectively as part of a statewide team.
- Maintain timesheets and data associated with grant deliverables.
- Assist in developing and updating legal content and resources for the website.
- Assist with the promotion of the CVLN and its website, NY Crime Victims Legal Help.
- Competent use of technology (Microsoft products, webinar platforms, document management system, etc.)
- Work with the team to develop and maintain relationships with OVS-funded attorneys and facilitate regular (monthly) virtual meetings with them.
- Conduct research, help identify best practices, and curate and share information for civil legal providers that will assist in their delivery of services to victims of crime.
- Identify training needs for civil legal attorneys and assist with the organization and delivery of technical assistance sessions (primarily webinar presentations but occasionally in-person).
- Provide legal and technical assistance (i.e. legal research, education/training, case consultation, etc.) to attorneys at civil legal services organizations and victim service providers across the state on a variety of legal matters that crime victims may encounter.
- Other duties and responsibilities as assigned by your supervisor and/or to meet the organization’s needs.
IV. Minimum Qualifications (Knowledge, Skills, and Abilities)

- Legal Research
- Microsoft Office
- Case Management
- Administrative Skills
- Organizational Skills
- Appointment Scheduling
- Ability to Work on a Team
- Excellent Communication Skills
- Minimum 7 years of legal practice experience
- Juris Doctorate Degree from an accredited US law school or international equivalent
- Admission to New York State Bar and in good standing as a member of the NYS bar

V. Salary

Salary is dependent on years of experience and based on the organizational pay scale. The beginning salary for this position in the Rochester or Albany region, with 7 years of experience, is $66,580, and the salary for this position, with 10 years of experience, is $72,580.

The beginning salary for this position in the Long Island region includes a geographic differential. With 7 years of experience, the salary is $72,580, and the salary for this position with 10 years of experience, is $78,580.

VI. Benefits

We are an organization that supports and encourages a work/life balance. Empire Justice Center offers a generous benefit package including:

- Health insurance (employer pays 100% premium for a high quality, co-pay insurance plan).
- 403(b) eligibility with 1% employer match and additional employer contribution.
- 3% Non-Elective Annual Contribution made by Empire Justice Center.
  - Benefit eligible after 12 months of employment.
- Generous vacation, sick, personal, and holiday time
  - 14 Paid Holidays
  - Vacation PTO: 10.5 Hours/Month; Sick PTO: 7 Hours/Month; Personal PTO: 5 Days/Year
- Bilingual salary enhancement for qualifying employees.
- Loan Repayment Assistance Program.
- Voluntary Supplemental Disability.
- Dental Insurance (employee paid).
- Vision Insurance (employee paid).
- $150K Group Term Life Insurance.
- Generous Bereavement Leave.
- 35-hour full-time work week.
- NYS Short-Term Disability.
- FSA Eligibility.
Empire Justice Center is an Equal Opportunity/Affirmative Action employer and strongly desires a diverse and inclusive workforce. Empire Justice Center provides equal employment opportunities to all employees and applicants. It prohibits discrimination and harassment of any type, specifically - race, color, religion, age (40 or older), sex (including pregnancy and gender identity), national origin, disability status, genetics, neurodiversity, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

**TO APPLY:** Applications will be accepted until the position is filled. If interested, e-mail a resume, writing sample, and contact information for three professional references aware of this application to [employment@empirejustice.org](mailto:employment@empirejustice.org). Please include “**Regional Attorney Coordinator**, First/Last Name” in the subject line of the email. No phone calls or hard copies, please.

If reasonable accommodations are needed, please contact Mercedece Love, Human Resources and Compliance Coordinator at [mlove@empirejustice.org](mailto:mlove@empirejustice.org). Empire Justice Center is committed to the full inclusion of all qualified individuals. As part of this commitment, Empire Justice Center ensures that persons with disabilities and/or communication barriers are provided with reasonable accommodations.