

**WE ARE NEW YORK'S LAW SCHOOL****Attorney Project Coordinator
(Part-time position/25 hours per week)**

New York Law School (NYLS) is seeking a part-time Attorney Project Coordinator who will train and supervise law students and recent law school graduates in providing pro bono civil legal services to low-income New Yorkers through a unique collaborative effort between the New York State courts and NYLS. The Coordinator will oversee the provision of information, advice, counseling, and limited-scope representation in two court-based programs: the Uncontested Divorce Program in Bronx County Supreme Court and the Consumer Debt Volunteer Lawyer for the Day Program in New York County Civil Court.

Essential functions

- Manage NYLS's participation in the New York State courts' Uncontested Divorce and Consumer Debt Volunteer Lawyer for the Day pro bono programs (both part of the New York State Courts Access to Justice Program)
- Recruit law students, recent graduates, and attorney alumni volunteers to the programs
- Lead trainings and provide on-site supervision to volunteers
- Assign and manage cases handled by volunteers

Required education and experience

- Juris Doctor degree and admission to practice in New York State
- Experience with consumer debt law
- Experience leading student groups or managing student volunteer projects
- Preference given to applicants with civil legal services, clinical, or fellowship experience and applicants with experience in divorce law

To apply: Send a cover letter, resume, and completed job application to jobs@nyls.edu. The application may be obtained at www.nyls.edu. Please be sure to include your salary requirements in the application.

About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and finance; intellectual property, media, technology, and applied sciences; and government and public interest. NYLS has more than 18,000 graduates and currently enrolls 1,000 students in its J.D. programs. The School also offers an advanced-degree program in Tax Law.

New York Law School is an Equal Opportunity Employer