Legal Writing and Editing Specialist

The Center for New York City Law at New York Law School (NYLS) is now accepting applications for a legal writing and editing specialist position. This is an entry-level position for recent law school graduates.

The Center, headed by Professor Ross Sandler, focuses on city government. The Center produces legal publications, hosts breakfasts featuring prominent city officials, sponsors city-related continuing legal education programs, and maintains an online database of more than 100,000 New York City administrative decisions.

The Legal Writing and Editing Specialist will have the unique opportunity to develop working knowledge and expertise in New York City law, politics, policy, and governmental operations. The Specialist will write content for both CityLand (a website) and CityLaw (a journal). The Specialist will also meet and interview key city officials and write profiles for these publications. The Specialist will assist in the development and management of the Center and its events, including the CityLaw Breakfast Series and continuing legal education programs.

**Principle responsibilities**

*CityLand*

The Specialist will assist with the research, writing, and editing of articles for www.citylandnyc.org. The Specialist will also assist in researching and tracking land use issues and projects in New York City, which requires attendance at and reporting on various City Council and city agency hearings. The Specialist is encouraged to attend meetings and events related to land use issues. The Specialist may also have the opportunity to pitch stories and reports to the Associate Director/Editor of CityLand. The Specialist will draft and post articles to the website using WordPress. The Specialist is also expected to assist with marketing CityLand through the use of social media tools and by cultivating relationships with government officials, government staff, and other stakeholders.

*CityLaw*

The Specialist will assist in drafting some sections and articles for CityLaw, including researching, writing, and editing court and administrative law decisions to be reviewed by the Associate Director. Examples of the legal topics covered include contracts, conflicts of interest, torts, and affirmative litigation. The Specialist is required to meet strict editing deadlines and work with outside entities in order to complete the publication process.

**Special education/experience and other requirements**

- J.D. from an accredited institution
- Strong writing and legal research skills; attention to detail
- Ability to multitask and meet deadlines
- Superior verbal and written communications skills
- Positive and proactive attitude

The role may require occasional photography duties.
How to Apply

Email the following documents to Brian Kaszuba, Associate Director of the Center for New York City Law.

1. Resume
2. The names of three references
3. Law school transcript
4. Writing sample (2 to 3 pages, preferably not a memo or brief from the 1L year)
5. One-page statement of interest explaining your qualifications for the position, your work experience, and/or your desire to work in public interest. The statement of interest should be addressed to the Center generally.

For questions, contact Brian Kaszuba at brian.kaszuba@nyls.edu.

About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, 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 financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls 1,000 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

New York Law School is an Equal Opportunity Employer