New York Law School

New York Law School is an independent law school located in the heart of Manhattan’s legal, government and finance centers, with a 120 year tradition of innovation and being at the forefront of legal education. Today, its curriculum combines traditional legal theory with a variety of opportunities for experiential learning. The School’s core values – embracing innovation, fostering integrity and professionalism, and advancing justice for a diverse society – are reflected in the curriculum, teaching, scholarship, and administration of the School.

Position Summary – Director for Public Interest Law and Government

The Director for Public Interest Law and Government develops and manages the career counseling services, programming, and resources provided to NYLS law students interested in public interest/government careers and internships. The Director also cultivates and maintains relationships with public service employers. The Director coordinates the NYLS Pro Bono initiative. The Director manages the Coordinator for Public Interest Law and Government. The Director reports to the Assistant Dean for Career Planning.

ESSENTIAL JOB RESPONSIBILITIES

Counseling - Counsel students and some alumni, with an emphasis on public sector/government employment including internships and post-graduate positions, such as government honors programs and fellowships, job search strategies and resources, interviewing, hiring and salary negotiations to assist them with the job search process.

Employer Relations - Develop marketing and promotional strategies/campaigns to enhance NYLS’s reputation and increase the recruitment of NYLS students among public interest/government employers. Maintain relationships with public interest/government employers through regular dialogue with existing contacts and attendance at industry and employer-sponsored events. Collaborate with faculty and administrators, especially from the relevant Centers, to cultivate additional employer relationships and expand the number of public interest/government employment opportunities for our students and graduates.

Programming - Develop and implement career-related presentations, workshops, and programs. Work with student organizations and relevant Academic Centers to develop co-sponsored, career-related programming. Assist OCP staff with events and networking receptions with law firms, public sector agencies, public interest organizations, and other employers to introduce students to practitioners. Assist with coordination of mock interview programs.

Pro Bono Initiative - Assist in administering the NYLS Pro Bono Initiative, including the management of student completion of the NY 50-hour pro bono requirement. Cultivate and manage a broad array of pro bono opportunities for students and prepare resources to assist students in finding others.

Social Media and Web Management - Contribute to the OCP’s public interest/government social media presence. Devise strategies for effective use of social media and other online outreach tools to connect with students, alumni and potential employers.
Representation of OCP and Networking - Develop and maintain relationships with law faculty, administration, alumni, and career services and counseling professionals. Represent OCP at conferences, meetings, and events associated with the National Association for Law Placement (NALP), Equal Justice Works, the New York-area public interest Law Advisors, and other legal, educational, and career-related organizations. Represent OCP and NYLS at Admissions and Alumni events.

Public Interest Funding Program - Contributing to the development and execution of the yearly Public Interest Summer Funding Program, including the preparation of materials, collection and review of applications, and notification of recipients. Assist the planning and execution of the Public Interest Auction (as a member of the executive planning team).

Resource Development and Acquisition - Develop, edit, and update public interest/government career handouts, Web content, surveys, and other resources. Research, evaluate and recommend pertinent career-related resources for acquisition.

Other duties as assigned.

REQUIREMENTS

- A J.D. with 2-4 years of experience in the practice of law, preferably with a public interest or government employer.
- Extensive knowledge of public interest and government career-related issues particular to the practice of law.
- Excellent counseling skills. Preference given to those candidates with previous career counseling experience.
- Effective interpersonal skills in working with students, faculty, alumni, and professional colleagues.
- Sensitivity to the needs of diverse and multicultural constituencies and interest and aptitude in working within a diverse community.
- Excellent grammar, writing and editing skills sufficient to proof application materials effectively and draft correspondence and resource materials.
- Excellent presentation and verbal skills sufficient to articulate concepts in counseling sessions and presentations effectively.
- Ability to plan and organize events, workshops and other projects.
- Ability and interest in networking actively with alumni and potential employers, including at evening and weekend events, on behalf of the school and the student body.
- Organizational skills to handle multiple projects and ability to juggle priorities in a fast-paced office.
- Extensive PC computer skills required, including experience with the Microsoft Office suite of programs including Word, Excel, and PowerPoint.
- Experience working with online databases. Preference for candidates with experience working with Symplicity and Banner or similar job and student information system databases.
- Established contacts in the public sector and government preferred.
- This is a full-time, salaried, exempt position, ineligible for overtime compensation. Position regularly requires evening hours and occasionally requires weekend hours. Regular local travel and occasional regional and national travel required for industry conferences and meetings.

For immediate consideration, please send your cover letter, resume and salary history along with a completed job application to Jobs@nyls.edu. The application may be obtained on our website www.nyls.edu. Please be sure to include your salary requirements and salary history.

Contact: Kitty Montanez, Manager of Staffing, Office of Human Resources.

New York Law School is an Equal Opportunity Employer