



**Job Title: Microenterprise Project Director**

Volunteers of Legal Service (VOLS) seeks an experienced and motivated attorney to lead our Microenterprise Project.

**Organization: Volunteers of Legal Service (VOLS)**

For nearly 40 years, Volunteers of Legal Service (VOLS) has provided free, civil legal services to low-income New Yorkers including seniors, veterans, unemployed workers, immigrant youth, children and their families, mothers in prison or jail, and small business owners. VOLS' staff of 21, including 12 attorneys, works with volunteer lawyers from over 70 law firms/ companies to multiply impact, and we partner with 150+ community groups to ensure that our services are accessible and address local needs.

**VOLS Microenterprise Project:**

The VOLS Microenterprise Project helps existing and aspiring small business owners and microentrepreneurs access high-quality free legal services from our dedicated staff and our network of pro bono lawyers. For many New Yorkers, owning a small business is an effective path out of poverty and into financial stability and independence. VOLS provides assistance with drafting contracts, reviewing government documents, entity selection and formation, protecting intellectual property, and advising on commercial leases. We partner with community and economic development organizations to connect with clients who would benefit from our legal assistance, focusing on BIPOC, women, immigrant, and veteran-owned businesses. We then help them identify their legal needs and create an action plan to address them. By providing our clients access to high caliber pro bono attorneys at our partner law firms/companies, we strive to level the playing field for small business owners who are otherwise unable to pay the high cost of hiring a lawyer.

**Responsibilities:**

- Oversee the Microenterprise Project's daily activities
  - Monitor intakes, screen matters for pro bono placement and in-house advice and representation
  - Carry a small caseload of advice and full representation matters
  - Supervise project staff
- Oversee the Microenterprise Project's pro bono practice
  - Develop, manage, and sustain the pro bono initiatives of their Project
  - Collaborate with the Legal Director, Pro Bono Coordinator, and VOLS pro bono partners to create and implement new pro bono initiatives
  - Recruit and train volunteer lawyers
  - Mentor pro bono attorneys on VOLS cases

- Design and conduct CLEs and workshops for the pro bono bar
- Identify and establish relationships with community partners
- Review data reports and manage case-management system protocols for data collection and grant reporting
- Manage project budget in coordination with VOLS finance team.
- Engage in fundraising activities to support both ongoing work and new initiatives for the Project in coordination with development and communications team
- Collaborate with local, regional, and national coalitions and legal service providers on policies affecting clients
- Serve on bar association committees and promote pro bono best practices
- Conduct trainings for community partners and speak on legal panels
- Contribute to communications efforts by writing legal advisories for email lists, social media, the VOLS website and interviewing with journalists for print, television and social media forums
- The Microenterprise Project Director will serve on VOLS leadership team and will participate in leadership team meetings and in projects to enhance infrastructure and cross-collaboration for the organization as a whole
- The Microenterprise Project Director will report directly to the VOLS Legal Director.

**Qualifications:**

Minimum: Juris Doctor, Admission in good standing to the New York Bar. 7+ years’ experience working on transactional matters and other business-related matters. Demonstrated commitment to social justice and supporting pro bono.

Desired: Previous supervisory and project management experience. Experience serving small business. Experience working on pro bono projects. Public speaking experience.

The position will be temporarily hybrid but will transition to primarily in person. Local travel to meetings, clinics and other events is required.

All candidates must be fully vaccinated against COVID-19 and have received a booster shot, unless provided a reasonable accommodation pursuant to applicable federal, state and local statutes.

**Compensation and benefits:**

The annual salary range for this position is \$100,000 to \$110,000, commensurate with experience. VOLS offers an excellent benefits package, including health, life and disability insurance, a retirement plan to which VOLS contributes and the option to contribute to a 403(b) plan. We provide 25 days of paid vacation, 12 days of paid sick leave, and 3 personal days annually.

**How to apply:**

Please email a cover letter, resume, writing sample, and 3 references to [apply@volsprobono.org](mailto:apply@volsprobono.org) with the subject line "Microenterprise Project Director." Applications will be reviewed on a rolling basis. No phone or email inquiries,

please. VOLS is an equal opportunity employer, and does not discriminate on the basis of race, ethnicity, nationality, creed, age, disability, sexual orientation, biological sex, gender identity/expression, family status, military service or any other basis prohibited by law. We strive to build and maintain a diverse staff, and we encourage candidates of all backgrounds/identities to apply for this position.