Program Director – Community Economic Development
Volunteer Lawyers Project of Onondaga County, Inc. (OnVLP)

The mission of the Volunteer Lawyers Project of Onondaga County, Inc. (OnVLP) is to provide access to justice through engaging the legal community in volunteer service to those in need. OnVLP receives funding from a variety of public and private sources and enjoys strong support of local bar associations. OnVLP collaborates with all legal services providers in the area to ensure that programming is targeted to meet unmet civil legal services needs. Programs are designed to work closely with community partners. OnVLP currently serves over 3,000 clients annually, with a staff of 12, a volunteer panel of over 700 attorneys and law students, and a budget of over $1 million.

Position Description

OnVLP seeks an attorney to be the Program Director for the Community Economic Development Program, which includes our Small Business/low-income entrepreneur support program, our support for nonprofits, and our program to assist low-income debtors. The Community Economic Development Program works to open pathways out of poverty in two ways: first, by helping small businesses and low-income entrepreneurs develop thriving businesses and nonprofits that will succeed and, second, by helping low-income community members overcome barriers to their economic success caused by debt. The primary focus of the Community Economic Opportunity Program will be supporting the Salt City Market entrepreneurs and the entrepreneurs that are participating in Centerstate CEO’s Upstart Program.

The Program Director will have several roles:

- Recruit, train and oversee volunteer attorneys, paralegals and law students in the service of low-income clients in these programs
- Direct representation of clients
- Develop and provide legal education sessions for the community and for lawyers
- Work closely with community partners such as Syracuse Urban Partnership and Centerstate CEO to ensure that entrepreneur needs are being met.
- Administrative work including case management and data entry regarding clients.

The Program Director will also develop and maintain partnerships with community based organizations that focus on ending poverty and working for economic empowerment. The Program Director will work with OnVLP staff and volunteers to develop strategies to increase attorney engagement in the anti-poverty movement.

Flexibility and willingness to work in a team is required, as the Program Director will also be called upon from time to time to assist with other VLP administrative and programmatic responsibilities, including assisting with relevant grant writing, reporting, and compliance.
Job Qualifications:

Required: Membership in the New York Bar in good standing; a strong commitment to serve disadvantaged and needy individuals and families; an appreciation for and understanding of the central role that pro bono volunteers have in ensuring access to justice for all. Demonstrated organizational, administrative and technological skills, including knowledge of basic computer and database programs.

Preferred: At least two years experience practicing law, especially in business or employment law, with a preference for 5+ years of business law experience. Experience working or volunteering in partnership with anti-poverty community based organizations; experience coordinating and managing projects; and the ability to project a favorable image of the program in public relations activities, resulting in widespread community support and a positive reputation..

To apply, please submit cover letter and resume to Sally Curran at scurran@onvlp.org. Applications will be accepted until the position is filled, though we are hoping to fill the position by early May, or early June at the latest.

Salary & Hours: It is possible that this position may be part-time, especially for an experienced attorney. Salary is DOE. Generous benefit package included. This job description is not an exclusive statement of the roles and responsibilities of the position. Other duties may be required.

OnVLP is an equal opportunity employer. Diverse candidates are strongly encouraged to apply.