



**Staff Attorney, Senior Law Project
March 2026**

About the Role

Volunteers of Legal Service (VOLS) seeks a full-time Staff Attorney to work in our Senior Law Project. This role will report to the Senior Law Project Director and is part of union ALAA UAW Local 2325.

Organizational Mission

For over 40 years, VOLS has partnered with New York City's leading law firms and companies as well as community-based organizations to help close the access to justice gap for low-income New Yorkers. VOLS provides free, civil legal services to New Yorkers with limited resources, including older adults, veterans, individuals entitled to public benefits, immigrant youth, children and their families, mothers in prison or jail, and small business owners. Last year, VOLS assisted clients on more than 4,000 legal matters, and our services benefited over 6,200 individual New Yorkers. VOLS' staff of 22, including 15 attorneys and law graduates, works with volunteers from over 80 law firms/companies to exponentially increase our impact. We partner with 150 community groups to ensure that our services are accessible and address local needs.

VOLS Senior Law Project:

VOLS's Senior Law Project provides pro bono legal services for New York City older adults ages 60 and over with limited resources by partnering with older adult centers, naturally occurring retirement communities, community-based organizations, and partner law firms and corporate legal departments. A core emphasis of the Project is training and supporting volunteer attorneys to assist older adults with the preparation and execution of life-planning documents, including wills, powers of attorney, health care proxies, and other advance directives. Our goal is to ensure that older adults are able to make their wishes clear, empower their chosen caregivers, and stay in the community for as long as possible. The Project also provides legal advice and referral to older adults on a wide range of other civil legal issues.

Responsibilities:

- Client Engagement and Intake:
 - Conducting screenings of applicants for service, including obtaining necessary demographic data, determination of eligibility, and scope of the client's request for assistance. This includes helpline callbacks, in-person clinics, and other sources of intake.
 - Providing brief legal advice for and referrals for inquiries made through all sources of intake
- Pro Bono Support:
 - Providing substantive and logistical support to volunteer attorneys with whom VOLS matters are placed, including review of all life planning document drafts.



- Creating and conducting substantive trainings and training materials for current and potential volunteers.
- Conducting and coordinating pro bono clinics.
- Direct client representation:
 - In addition to providing pro bono support, the Staff Attorney will also carry their own caseload of direct representation matters for older adult clients.
- Community engagement:
 - Attending community group meetings and strengthening VOLS' relationships with community organizations.
 - Engaging in community outreach, including workshops and presentations.
 - Creating and maintaining accurate and up-to-date resource materials.
- Engage in advocacy and policy efforts to support older adults with limited resources.
- Use LegalServer, our web-based case management system, to maintain data on clients, services, and impact.
- Participate in committees and collaborative efforts to benefit the office, as appropriate.
- Performing other duties as assigned by the Senior Law Project Director.

Qualifications:

- Attorney admitted and in good standing with the New York State Bar with up to 7 years of experience.
- Familiarity with estate planning and advance directives, housing law, and/or public benefits eligibility.
- Excellent writing and oral communication skills.
- Strong organizational skills and ability to independently manage a case load.
- Ability to work with people in crisis.
- Demonstrated commitment to social justice, providing high-quality, free legal services to low-income New Yorkers and promoting volunteerism.

Preferred Qualifications:

- Professional fluency in Spanish or another non-English language a plus.
- Experience with LegalServer or other case management platforms.
- Experience leading educational workshops and trainings.

Remote and Vaccine Policies:

This position will be fully in-person for the first 90 days of employment. After the first 90 days, telecommuting one day per week will be permitted. After the completion of the six months probationary period, the position will be hybrid, with up to eight telecommuting days per month, with additional telecommuting days during the summer.

Local travel to meetings, clinics, home visits, and other events is required.



All VOLS employees must be fully vaccinated against COVID-19, unless a medical or religious accommodation is approved.

Compensation and Benefits:

The annual salary range for this position is \$80,839 - \$94,120 which will be determined by our collective bargaining agreement and be 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:

To apply for the Senior Law Project Staff Attorney position, please email your cover letter and resume to apply@volsprobono.org with the subject "Senior Law Project Staff Attorney." A request for writing sample and 3 references will follow. Applications will be reviewed on a rolling basis. No phone or email inquiries, please.

Commitment to Inclusion:

VOLS is an equal opportunity employer. VOLS strives to build and maintain a workplace that embraces staff with different backgrounds, identities, and experiences. We welcome applicants from marginalized communities, including, but not limited to, those who identify as Black, Indigenous, people of color, women, queer, transgender, gender non-conforming, disabled, immigrants, veterans, people from low socio-economic backgrounds, and those directly impacted by the legal system.

VOLS 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 status protected under the law.