



QUEENS VOLUNTEER LAWYERS PROJECT, INC.

Job Posting #03-26 - July 2026

Job Title: ***Staff Attorney - Foreclosure Prevention***

Location: Jamaica, NY - close to LIRR, subways (Sutphin Boulevard - near Supreme and Civil Courts)

Position Type: Full Time; one year commitment by applicant; position funded through ongoing grants

Salary: \$65-75K per year, based on experience. Generous PTO/company holidays, 401K plan with company match and other benefits, annual budgeted pay increases of 4%

Schedule: 37.5 hours/week with flexible hours possible between 8:00 am and 6:00 pm (possible evening hours on rare occasion)

Description: The Queens Volunteer Lawyers Project, Inc. (QVLP) The Queens Volunteer Lawyers Project, Inc. (QVLP) is a free legal assistance program sponsored by the Queens County Bar Association. QVLP, a 501(c)(3) not-for-profit corporation, has been providing free legal assistance for civil law matters to low-income residents of Queens County since 1991, continuing the tradition of service to the community provided by the Queens County Bar Association since 1876. QVLP seeks a highly motivated individual to serve as a staff attorney concentrating in the area of foreclosure prevention. Staff attorneys will maintain a caseload of foreclosure cases including settlement conferences, motion practice and litigation; recruit, train, mentor and support our pro bono volunteer attorneys handling foreclosure settlement conference cases; assist with grant reports and proposals; provide community outreach on foreclosure prevention; assist at the CLARO-Queens consumer debt clinic providing free limited scope legal assistance to defendants in consumer debt cases in Queens Civil Court; and other duties as assigned by the executive director.

Experience & Requirements:

- ***Experience with foreclosure prevention preferred***
- Strong legal writing, interpersonal, organization and presentation skills
- Proficient in use of computer software
- ***Demonstrated commitment to and passion for the rights of low-income clients***
- Bi-lingual Spanish or other language(s) spoken by client community is desirable but not required
- 3+ years legal experience desirable but not required
- Must be admitted to practice and in good standing in New York State

To apply: Please send resume, cover letter and writing sample to jriegel@qcba.org and include the Job Posting number at top in the subject line. Resumes will be considered on an ongoing basis until the position(s) is filled. Only candidates being considered will be contacted. No phone calls please.

QVLP is an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. We strongly encourage women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, and veterans to apply.

QVLP is funded in part by grants from the Home Ownership Protection Program (HOPP) of the NYS Attorney General, by the City of New York and by a Judiciary Civil Legal Services Grant of the NYS Unified Court System.