



Advocates for Children of New York
Protecting every child's right to learn since 1971

Staff Attorney

(Revised August 2022)

Advocates for Children of New York (AFC) seeks an energetic attorney determined to make a difference for NYC families struggling to gain appropriate educational services for their children in the country's largest school district during an unparalleled time of difficulty for low-income families of children with disabilities.

The focus of this Staff Attorney position will be representing families with children with disabilities in the NYC administrative proceedings that are often the difference maker in a child's future. The day-to-day responsibilities of this position include conducting intake, reviewing school records and psychological evaluations, attending school meetings and speaking to relevant parties in the student's life, and researching and visiting schools and services that may serve as potential remedies. After a request for a hearing is drafted and filed, the special education case of each student culminates in litigation at a hearing, where the attorney will execute the opening statement, witness testimony, closing argument, and legal briefing required to prevail.

AFC is a social justice organization that strives to ensure a high-quality education for New York students who face barriers to academic success, focusing on students from low-income backgrounds. AFC works on behalf of children and youth who are at greatest risk of academic failure due to poverty, race, ethnicity, disability, homelessness, immigration status/limited English proficiency, or involvement in the child welfare or juvenile justice systems. We use uniquely integrated strategies to advance systemic reform, empower families and communities, and advocate for the educational rights of individual students.

Qualifications:

- Law degree required and admission to the NYS bar preferred;
- Demonstrated commitment to serving the public interest;
- Excellent oral and written communication skills;
- Experience working with low-income and disability communities;
- Interest in educational issues and issues affecting children with disabilities and low-income families;
- Experience working with children or families;
- Litigation skills and experience;
- Organizational skills, flexibility, initiative, maturity, and cooperative attitude;
- Spanish fluency preferred.

How to apply:

Send an email with “**Staff Attorney**” in the subject line with a cover letter, resume and writing sample to staffattorney@afcny.org. Cover letter should describe candidate’s interest in and connection to this work. Candidates should highlight any personal or professional experience that demonstrates their connection to the populations that AFC serves. Candidates selected for interviews must provide contact information for three references.

Only candidates being scheduled for interviews will be contacted. No phone calls or messages, please. The position is available immediately, and resumes will be considered on a rolling basis. AFC’s office is located by Penn Station in Manhattan, and we use a hybrid approach. Currently, this position is expected to work two days a week in the office and remotely on the remaining days, though may on occasion need to work in person on additional days if needed to perform the duties of their job. COVID vaccination required.

Compensation:

The salary range for this position is \$73,000 - \$81,000, depending on experience.

AFC’s current compensation package includes full payment of medical plan premiums for a Platinum medical plan for staff and their qualified dependents; dental coverage; coverage of the premium cost of life insurance and long- and short-term disability insurance; a 403(b) plan with a fully vested employer match; 12 weeks of paid parental leave after one year of employment; and generous time-off policies, including 15 vacation days and an additional 15 paid time off days in the first year of employment.

AFC is an affirmative action employer that actively seeks to recruit and retain a diverse staff and especially encourages applications from people of color, persons with disabilities, persons of diverse sexual orientations, gender identities or gender expressions and persons of diverse socioeconomic backgrounds. For more information on AFC, visit our website at www.advocatesforchildren.org.

AFC is committed to providing access, equal opportunity, and reasonable accommodation when requested by a qualified applicant or employee with a disability or other protected characteristic. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. For more information and to request an accommodation, contact Human Resources at HR@advocatesforchildren.org.