



**A free legal center serving  
Bergen, Hudson, and  
Union Counties**

### **The Waterfront Project Staff Attorney**

#### **Background**

Founded in 2013, The Waterfront Project, Inc. (WFP), is a nonprofit legal help center and HUD-certified counseling agency. WFP Staff Attorneys provide free civil legal representation, brief advice, and advocacy to Hudson County's most vulnerable residents - the working poor, seniors, homeless, and those living with disabilities.

Currently, WFP's primary focus is pursuing creative legal strategies to allow low-income people to stay in their homes and communities, especially in neighborhoods experiencing rapid development and gentrification. WFP represents clients and supervises pro bono attorneys representing clients on matters related to their housing, consumer debt, and public benefits.

#### **Position**

The Staff Attorney provides civil legal services, with a focus on landlord tenant matters. The Staff Attorney also provides know your rights workshops for community partners and clients.

#### **Responsibilities**

The Staff Attorney will be engaged in direct representation and may be asked to provide support to our network of pro bono attorneys who represent clients. The Attorney will also be expected to engage in activities including but not limited to:

- Provide advice, counsel, and direct representation to clients in civil proceedings primarily in Hudson County Landlord/Tenant Court, during Housing Authority administrative proceedings, and before Rent Control Guidelines Boards and Rent Administrators;
- Conduct legal intake and evaluate clients' legal needs onsite and at various offsite legal clinics;
- Provide training and technical assistance to community partners on tenants rights; and
- Coordinate and collaborate with other tenant groups and community based organizations.

#### **Qualifications**

- Must be fully vaccinated or willing to become fully vaccinated against COVID-19.
- License and ability to practice law in New Jersey required;
- 1-2 years litigation experience, preferably in legal services preferred, but not required;
- Confidence in the courthouse;
- Strong organizational, research, analytical, and oral and written communication skills;
- Demonstrated commitment to social, economic, and racial justice;

- Experience working on affordable housing, emergency shelter or other issues related to homelessness;
- Willingness to participate in grant reporting requirements;
- Familiarity with Google Organization & Productivity Tools (Gmail, Google Docs, Google Calendar) and/or ability to learn new technologies;
- Ability to work in a small, nonprofit environment, both independently and as part of a team;
- Ability to track legal developments in the area of housing law, elder law, consumer rights, and other substantive legal issues affecting program clients;
- Ability to work with underrepresented communities, including but not limited to people living with physical or mental health disabilities and clients of diverse ethnic, cultural, and linguistic backgrounds;
- Bilingual (such as English/Spanish or Arabic/English) skills preferred but not required;

### **Pay and Benefits**

This is a full-time position (40 hours per week), with work occurring during normal business hours, though some know-your-rights workshops may occasionally occur during nights and weekends. WFP offers a competitive nonprofit salary (ranging from \$66k to \$74k based on experience) and a public interest benefits package that includes health and dental insurance, a retirement plan with a 2% employer contribution, 10 vacation days, 12 sick days, 13 office holidays, and professional development opportunities.

### **How to Apply**

Please email a resume and cover letter to [aalbert@thewaterfrontproject.org](mailto:aalbert@thewaterfrontproject.org). Applications will be reviewed on a rolling basis. Given WFP has an immediate opening, applicants are strongly encouraged to submit their application at their earliest convenience. No calls, please. Only those selected for an interview will be contacted.

WFP is an equal opportunity employer and values a diverse workforce. Women, people of color, lesbian, gay, bisexual, and transgender people, veterans, people with disabilities, and people with lived experience of housing insecurity are encouraged to apply. WFP does not discriminate against applicants on the basis of race, creed, nationality, sex, color, religion, national origin, ancestry, age, genetic information, mental or physical disability, marital status, familial status, domestic partnership status, civil union status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, military status or any other category protected by federal, state or other law applicable in the location of employment.