



**ATTORNEY POSITION
COMMUNITY ECONOMIC DEVELOPMENT
MIAMI, FLORIDA**

Job Description

Legal Services of Greater Miami (Legal Services) is a non-profit law firm which provides free civil legal assistance to low-income people in Miami-Dade and Monroe Counties.

Legal Services is seeking a full-time Florida licensed attorney to work on Community Economic Development matters related to providing transactional assistance to low-income owned small businesses nonprofit corporations engaged in economic development activities. Applicants should have at least 2-4 years' experience working in the areas of real estate, contract law, corporate, and/or administrative law, and be passionate about promoting justice and overcoming barriers facing low-income people.

Responsibilities

- Organize and conduct outreach and educational presentations.
- Create and complete projects that may include creation/preservation of affordable housing, negotiate community benefits, development of community-controlled businesses and new living wage jobs, and expansion of health, educational, employment, and other services for small businesses and nonprofits.
- Represent non-profit organizations and small businesses working in low-income communities throughout the service area in the areas of affordable housing, real estate, corporate governance, tax, administrative, IP, and general business law matters.
- Develop and maintain relationships with other non-profit agencies, government officials, government employees, community leaders and community development financial institutions.
- Travel within our service area and to meetings or conferences in other parts of Florida.
- Adhere to program priorities and case handling policies, procedures, and standards of practice, as well as the highest professional and ethical standards.
- Keep abreast of developments in the law and community economic development field and disseminate information to staff, volunteer attorneys and the public.
- Work with volunteers and pro bono counsel as needed

- Represent and advise clients in administrative hearings relating to real estate and corporate matters.

Qualifications

- Florida licensed attorney
- Demonstrated commitment to serving low-income people and communities.
- Experience with real estate, contract law, small business/nonprofit governance is highly desirable.
- Experience with community development law or strategies or the provision of legal services to strengthen low-income communities is highly desirable.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and the ability to work well with teams.
- Fluency in Spanish would be an asset.

Salary/ Benefits

Salary based on experience. Excellent fringe benefits, including 401(k) retirement plan, as well as life, health, and disability insurance.

How to Apply:

Submit resume and cover letter to positionapps@legalservicesmiami.org. Please specify this position on the cover letter and resume.

Job Type:

Full-time Position

In recruiting for our team, we welcome the unique contributions that each can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation, and beliefs. Legal Services of Greater Miami is an Equal Opportunity Employer.