



## Fellowship Opportunities

1. Organization Name:

Lawyers Alliance for New York

2. Are you a 501 (c)(3)? If not, what is your tax exempt status?

Yes, public charity status

3. Are you an IOLA grantee?

Yes

4. Contact information including name, telephone number and email address for applications.

Elizabeth M. Guggenheimer, 212-219-1800, [eguggenheimer@lawyersalliance.org](mailto:eguggenheimer@lawyersalliance.org)

5. How many interns can your organization use? A few.

6. Please fill in specific job descriptions for all internships below along with minimum time frame (e.g. 4, 6, 9 or 12 months). You may use the form to list all internships you wish to offer.

Name of Internship (e.g. Family Law Project)	Job Description	Number of Months
1. See attached for description of Lawyers Alliance, followed by a list of possible internships.	See attached	12
2.		
3.		

7. Any other perks of working in your program? (e.g. great coffee, the most compelling clients, fun colleagues etc.)

We serve a dynamic group of nonprofit organizations.

8. Is there any other information you would like us to have regarding potential fellowships in your organization?

**Please return by April 1, 2009 to [ekocienda@nycbar.org](mailto:ekocienda@nycbar.org) or by fax at (212) 398-6634**



**Lawyers Alliance for New York**, [www.lawyersalliance.org](http://www.lawyersalliance.org), is the leading provider of business and transactional legal services for nonprofit organizations that are improving the quality of life in New York City neighborhoods. By connecting lawyers, nonprofits, and communities, we help nonprofits to develop affordable housing, stimulate economic development, and operate vital programs for children and young people, the elderly, recent immigrants, and other low-income New Yorkers. In 2008 Lawyers Alliance's staff and volunteer attorneys represented 550 nonprofit organizations on more than 900 different legal matters. Lawyers Alliance recently launched a new Program Preservation Initiative to bolster stability and support the resilience of nonprofits. This initiative consists of legal representation of organizations, monthly legal alerts, educational workshops, and resource calls that are focused on legal strategies for nonprofits to cope with the economic downturn. For an announcement of this initiative, see [www.lawyersalliance.org/press\\_releases.php#27](http://www.lawyersalliance.org/press_releases.php#27).

Lawyers Alliance is interested in hosting one or more fellows who have third-party funding, as follows:

**Business/Transactional Lawyer Fellowship:** This fellowship is for attorneys with prior experience in business and transactional law. The fellow would work at Lawyers Alliance full-time as a staff attorney for one year. The fellow would provide invaluable legal assistance to nonprofits that are serving low-income communities and creating a better New York, while he or she develops professional skills and practical experience. During the coming year, Lawyers Alliance expects that the fellow would work on a range of legal projects, but spend a significant portion of his or time on legal matters that aim to preserve programs. From advising nonprofit clients on board governance, fundraising law, and workforce reduction issues, to helping them review and negotiate contracts and strategic alliances, the fellow and other Lawyers Alliance staff attorneys will provide much needed legal guidance to dynamic organizations that seek to help hundreds of thousands of New Yorkers in a time of great need. The fellow will help present workshops to nonprofit managers. In addition, the fellow will assist with client outreach and screenings, publications, legal research and policy, volunteer attorney support, and resource calls from members of the public with questions about legal issues related to the nonprofit sector. (1-2 positions, begin as soon as possible)

**Business and/Transactional Law Fellowship:** This fellowship is for deferred first-year associates interested in working full time at Lawyers Alliance for one year. The fellow would provide invaluable legal assistance to nonprofits that are serving low-income communities and creating a better New York, while he or she develops professional skills and practical experience. During the coming year, Lawyers Alliance expects that the fellow would work on a range of legal projects, but spend a significant portion of his or time assisting with corporate, tax, contract, employment and other legal matters that help nonprofits cope with the economic downturn. The fellow also will assist with client

outreach and screenings, workshops and publications for nonprofit managers, legal research and policy, volunteer attorney support, and resource calls from members of the public with questions about legal issues related to the nonprofit sector. (1 positions, begin between September 2009 and January 2010)

**Legal and Public Policy Fellowship:** This fellowship is for deferred first-year associates interested in legislative and public policy issues of importance to nonprofit organizations that are serving low-income communities in New York. The fellow would develop professional skills and practical experience working with Lawyers Alliance's staff attorneys, management team, clients and volunteer attorneys. During the coming year, Lawyers Alliance expects that the fellow would work on a range of legal and policy projects, but spend a significant portion of his or time helping Lawyers Alliance to educate clients, policy makers, and other stakeholders about legislation and regulations of concern to community-based organizations and other small and mid-sized nonprofit organizations with limited resources. This includes preparing legal alerts on recent legislative changes, monitoring and analyzing existing and proposed legislation, preparing policy papers, assisting with workshops on lobbying regulation, assisting Lawyers Alliance's advocacy clients with their business and transactional law needs, and helping to find appropriate pro bono counsel for related legal projects. This is a full-time, one-year position for an enthusiastic law school graduate with a commitment to public interest legal work. (1-2 positions, begin between September 2009 and January 2010)

**Employment Law Fellowship:** This fellowship is for a deferred first year associate or experienced attorney interested in advising nonprofit organizations about legal issues related to one of their most important assets: the staff. The fellow would provide invaluable legal assistance to nonprofits that are serving low-income communities in New York, while he or she develops professional skills and practical experience. During the coming year, Lawyers Alliance expects that the fellow would work on a range of legal projects, but spend a significant portion of his or time assisting with employment law matters, such as employment and volunteer policies, hiring and termination practices, harassment training, alternative work arrangements, and reductions of force. These issues are particularly timely as nonprofits seek to preserve programs during the economic downturn. The fellow also will assist with client outreach and screenings, workshops and publications for nonprofit managers, legal research and policy, volunteer attorney support, and resource calls from members of the public with questions about legal issues related to the nonprofit sector. This is a full-time, one-year position for an enthusiastic law school graduate with a commitment to public interest legal work. (1 position, begin as soon as possible)

For further information, contact Deputy Executive Director Elizabeth Guggenheimer at [eguggenheimer@lawyersalliance.org](mailto:eguggenheimer@lawyersalliance.org).