



The Western New York Law Center's Small Business Legal Clinic

NOW HIRING: SMALL BUSINESS STAFF ATTORNEY

The Western New York Law Center seeks to hire a full-time staff attorney. This attorney will work for our Small Business Legal Clinic in our downtown Buffalo office. We are a 501(c)(3) nonprofit corporation. The preferred start date for this position is January or February 2018.

To Apply

To apply for this staff attorney position, please email the following documents to Mr. Steven B. Salcedo, Esq. at SBLCteam@WNYLC.com:

- Letter detailing your interest in and qualifications for the position (one or two pages)
- Resume (one page)
- Official law school transcript, if you graduated in 2015 or later
- Appropriately-redacted work product sample (e.g., memo, contract, brief)

We appreciate your time and will respond to all applications received. If you have questions prior to submitting an application, please call Mr. Salcedo at 716.828.8446.

We will consider applications on a rolling basis until the position is filled.

The Small Business Legal Clinic provides free legal services to low-income entrepreneurs and small businesses. Through this work, we promote socioeconomic mobility and neighborhood revitalization.

We offer almost any business-related legal service other than litigation. For example, we draft contracts, create LLCs, and help clients understand and comply with employment, tax, licensing, intellectual property, and other laws and regulations that affect local businesses.

The Small Business Legal Clinic has served over 275 entrepreneurs since its founding in January 2017. We provide services through traditional representation, business law classes taught in conjunction with partner organizations, and limited-scope advice during drop-in hours. Most of our traditional-representation clients live in households whose incomes are below 200 percent of the federal poverty line.

Key Responsibilities

- Provide the following individualized legal services, among others, to Small Business Legal Clinic clients:
 - Contract drafting
 - LLC and corporation formation
 - Advice regarding business legal structure selection, business taxation, business licenses and permits, copyright, trademark, trade secrets, and employment law
- Staff one or two drop-in events per month (approximately two hours each), most of which occur on Saturday mornings or weekday evenings
- Attend community outreach events, possibly outside of normal working hours
- Assist the executive director and program manager in shaping the Small Business Legal Clinic's direction and strategy
- If desired, assist with fundraising, social media, and building relationships with partner organizations

Qualifications and Mindset

- All applicants must either (i) be licensed to practice law in New York State or (ii) expect to be licensed by February 2018. No particular amount of work experience is required.
- An at least basic understanding of each of the following areas of law is strongly preferred: LLCs, employment law, copyright, trademark, and income taxation.
- The ideal applicant will have classroom or work experience in at least one of the following areas of law: securities law, crowdfunding, social enterprises, construction law, patents, commercial landlord-tenant law, business divorce, business insurance, and commercial real estate leases.
- Applicants must be driven to help low-income people rise out of poverty.

The Western New York Law Center values diversity of all kinds. We do not engage in illegal discrimination, and we maintain an open mind regarding all qualified job applicants.