

Job Title	Managing Attorney
PVN ID	ME-2505-006839
Category	Instruction and Social Service
Location	MEDGAR EVERS COLLEGE
Department	SPCD/CLSJ
Status	Full Time
Annual Salary	\$80,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Jul 08, 2025 (Or Until Filled)

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## General Description

The Center for Law and Social Justice (CLSJ) at Medgar Evers College (MEC) seeks a Program Managing Attorney (CUNY Title: *Community Outreach and Legal Advocacy Programs Manager*) to play a key role in advancing the Center's mission by combining legal expertise, program management, and community engagement to support CLSJ's advocacy and education efforts. Specifically, the PMA will:

- Lead the development and implementation of the Esmeralda Simmons Pre-Law Preparatory Program, including program design, evaluation, and strategic recommendations.
- Develop and execute short and long-term goals for CLSJ's programs, ensuring alignment with the Center's mission and community needs.
- Supervise the Pre-Law Preparatory Program team, providing leadership and guidance to staff and program participants.
- Collaborate with CLSJ leadership to design and implement a comprehensive community outreach plan, engaging individuals, organizations, and partners in support of the Center's work.
- Assist in planning and executing forums, conferences, and special events that promote CLSJ's mission and priorities.
- Participate in fundraising and development activities to sustain and expand the Center's programs.
- Other duties as assigned.

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## Other Duties

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## Qualifications

- Juris Doctor from an accredited law school and six years' related experience
- Must be licensed to practice law in New York State and be in good standing

- A minimum of three years of state and federal litigation on civil rights cases
- Administrative and supervisory experience
- Prior experience with community-based organizations or institutions preferred