

## TRANSACTIONAL STAFF ATTORNEY CAPACITY BUILDING PRACTICE AREA

### Position Summary:

TakeRoot Justice's Capacity Building Practice provides legal advice and assistance to: (i) groups establishing worker-owned cooperative businesses and established worker-owned cooperative businesses in connection with incorporation, governance and other matters; and (ii) grassroots organizations, including nonprofits and unincorporated associations, in connection with incorporation, tax exemption and compliance with corporate, employment, tax and other laws. We provide creative technical assistance and legal solutions as we work toward the equitable control of resources through cooperative and other non-exploitative institutions, with a particular focus on Indigenous, Black and Brown communities that have been historically exploited and marginalized.

TakeRoot seeks applicants for the position of Staff Attorney in our Capacity Building practice, which currently includes one staff attorney. The new Staff Attorney will collaborate and engage in mutual peer mentorship and assist in supervising interns and fellows.

The position offers a unique opportunity to practice in several innovative areas of the law while building relationships with local community organizers, leaders and service providers.

### Practice Area Responsibilities:

- Represent start-up worker cooperatives on entity choice, assist in entity formation and draft governance documents;
- Represent existing worker cooperatives on contract, employment, intellectual property and other matters;
- Represent community-based organizations in entity formation, governance, tax exemption applications and compliance matters;
- Conduct workshops and trainings for community-based organizations and their members; and
- Advocate to legislative bodies and agencies in partnership with community-based organizations and their members regarding issues related to worker cooperatives, other small businesses and nonprofits at the city and state level.

### TakeRoot Responsibilities:

As an organization committed to democratic participation and decision-making, all staff:

- Support the growth of TakeRoot on other substantive and administrative projects, including participating in at least one internal governance circle;
- Cultivate relationships with current and potential funders; and

Comply with all grant-reporting requirements.

## **Applicant Qualifications/Skills:**

*Candidates shall have:*

- Two (2) to seven (7) years of relevant experience;
- Admission to the New York State Bar;
- Demonstrated commitment to grassroots efforts for economic, racial and social justice;
- Strong drafting and analytical skills;
- Excellent organizational skills;
- Excellent interpersonal/communication skills;
- Demonstrated ability to work with diverse populations; and
- Ability to work collaboratively with staff in shaping and running the practice.

*Preference will be given to:*

- Experience supervising attorneys and/or non-attorneys;
- Fluency in English and at least one (1) more language, preferably Spanish; and
- Experience working with social justice and/or community organizing groups.

## **Timeline and Compensation/Benefits:**

The anticipated start date for this position is September 2022, with the possibility of an earlier start date.

The annual base salary range for this position is between \$64,000 and \$87,000 consistent with the salary scale in our collective bargaining agreement. TakeRoot Justice also offers an excellent benefits package, with generous vacation, personal and sick time, along with industry leading medical and dental coverage. This is a non-exempt bargaining unit position represented for collective bargaining purposes by the National Organization of Legal Services Workers, UAW, Local 2230.

This is a full-time, hybrid position with occasional in-person work required in our New York City office location as well as other sites such as community-based sites throughout the city. TakeRoot Justice is a hybrid remote workplace that allows employee flexibility in determining whether to work remotely or in the office, for routine, independent work that doesn't require office resources. Additional work hours rules are set by TakeRoot Justice's Collective Bargaining Agreement.

**Application instructions:** Interested applicants should send a resume and cover letter by e-mail to [jobs@takerootjustice.org](mailto:jobs@takerootjustice.org), Attn: Cheryl Walker. Please include "CB Staff Attorney" in the subject line. Applications will be considered on a rolling basis until the position is filled.

## **Who We Are:**

TakeRoot Justice provides legal, participatory research and policy support to strengthen the work of grassroots and community-based groups in New York City to dismantle racial, economic and social oppression. TakeRoot employs a unique model of partnership with grassroots and community-based groups. Our partners take the lead in determining the priorities and goals for our work and advance our understanding of justice. TakeRoot's current practice areas are capacity building, consumer justice, equitable neighborhoods, tenants' rights & housing justice, immigrants' rights, participatory research

and policy, and workers' rights. TakeRoot Justice is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under the law. TakeRoot encourages applications from people with diverse backgrounds, including, but not limited to, women, people of color, immigrants, people with disabilities, LGBTGNCNBQI+ people, people from low-income backgrounds, and people with personal experience with the criminal justice system. We strongly encourage applications from people who have experience with the communities we serve. TakeRoot believes that diversity and inclusion are critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

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