

Staff Attorney – Community Economic Development (Central FL)

Community Legal Services of Mid-Florida (CLSMF) is seeking a uniquely qualified professional to join our expanding law firm as a Staff Attorney in a dynamic Community Economic Development (CED) collaborative, specializing in affordable housing practice areas.

This highly visible position's key responsibilities include representing community-based organizations in entity formation, governance, tax exemption applications and compliance matters, advising small businesses and nonprofits on the formation and commercial agreements, and leases. Work performed is focused on transactional legal work for non-profit organizations and real estate development, including operation of corporations, partnerships and joint ventures, applications for tax-exempt status, advice regarding choice of entity, drafting and review of contracts, agreements, and loan documents, legal advice, working with clients to form strategies to resolve legal problems, technical assistance, development of specialized programs to assist community-based corporations engaged in the creation of housing and economic opportunities for lower-income persons and the revitalization of neighborhoods.

The CED Staff Attorney may also conduct workshops and trainings for community-based organizations and their members, as well as providing advocacy to legislative bodies and agencies on behalf of or in partnership with community-based organizations and their members regarding issues related but not limited to; laws and policies addressing equitable community development at the local and state level.

Reporting to the Chief Program Officer or designee, the successful CED Staff Attorney will develop expertise in several areas of the law while building effective working relationships with local community organizers, leaders, city officials, and service providers from inception to follow up to assure CLSMF's impact to individuals served under this grant.

This professional role is a FT position with the ability to work both scheduled and flexible work hours, including some evenings/weekends, based on business need throughout CLSMF's 12-county service area as well as Statewide.

Qualifications:

- Must be admitted to practice law in Florida in good standing
- Minimum 3 – 5 years' experience as a lawyer, specifically in the area of real estate and business formation
- Commitment to low-income/vulnerable clients and communities on legal matters; experience working as an attorney on contract negotiation and drafting, real estate development and business matters, commercial leases and corporate entity formation and operation, and affordable housing finance.
- Successful candidate will have highly approachable presentation and organizational skills with the ability to effectively and consistently engage a broad constituency, including experience in community /grant-funded programs
- Must possess excellent legal and community partnership skills and be computer literate (Microsoft Office 365)
- Valid Florida automobile license, use of own auto, and proof of insurance necessary.
- Ability to perform duties and attend meetings and/or other functions throughout CLSMF's 12 county service area as well as Statewide

Resumes in confidence to careers@clsmf.org