

## **Neighborhood Legal Services, Inc.**

Main-Seneca Building  
237 Main Street, Suite 400  
Buffalo, New York 14203

### **Job Opportunities**

#### **Grant Manager**

Neighborhood Legal Services, Inc. (NLS), seeks an experienced administrative professional with a minimum of ten years of federal, state and foundation grant writing, grant reporting and grant management experience to take sole responsibility for grant funding for the agency. Extensive experience with grant writing and grant implementation with numerous federal and state agencies and foundations is a prerequisite. Must have excellent writing, computer, analytical, spreadsheet, budgeting, vouchering, data management and reporting skills. Must be highly organized, have good communication skills, and work well both singularly and with a team. Must be extremely hardworking, highly motivated, achievement oriented and be committed to attention to detail in every aspect of their work. The position will work collaboratively with the Executive Director, the CFO and Supervising Attorneys to implement the grant funding for a \$5.5 million dollar non-profit civil legal services provider which has on average forty or more lines of government funding. Salary depending on experience. Please send resume's and a sample grant narrative to(no phone calls please): William J. Hawkes, Executive Director, Neighborhood Legal Services, Inc., 237 Main Street, Suite 400, Buffalo New York 14203, [sfudala@nls.org](mailto:sfudala@nls.org) Neighborhood Legal Services, Inc. is an Equal Opportunity Employer. Minorities, women, persons with disabilities, gay, lesbian, and transgender are all welcome and encouraged to apply.

#### **Law Office Technologist:**

Neighborhood Legal Services, Inc. (NLS), seeks an experienced technologist with a minimum of ten years of providing technology support for an organizations of between 50 and 100 people. The technologist will take full responsibility in supporting the identification of all technology needs for the program, including network administration; PC workstation and printers purchasing and support; copier and phone system service contract administration; technology inventory; managing disposal of outdated equipment; scheduling replacement of equipment; maintaining software licensing and updates; interaction with our IT vender; daily troubleshooting; assisting with and maintaining a website; assisting with case management system implementation; assisting with managing the VoIP phone system; staff training on basic software; and other duties as required. As part of the management team the Technologist will work collaboratively with the Executive Director, the CFO and Supervising Attorneys to implement the technology needs for a \$5.5 million dollar non-profit civil legal services provider with offices in Buffalo, Niagara Falls and Batavia. A vehicle is required and the position will support the technology needs of all three offices. Salary depending on experience. Please send resume's to (no phone calls please):William J. Hawkes, Executive Director, Neighborhood Legal Services, Inc., 237 Main Street, Suite 400, Buffalo New York 14203, [sfudala@nls.org](mailto:sfudala@nls.org) Neighborhood Legal Services, Inc. is an Equal Opportunity Employer. Minorities, women, persons with disabilities, gay, lesbian, and transgender are all welcome and encouraged to apply.