



## **VECRA is seeking a Full-Time**

### **Attorney – Level 02**

**VECRA, Inc. seeks an Attorney to support the New York City Housing Authority (NYCHA)**

#### **COMPANY DESCRIPTION**

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always:

**Vigilant \* Efficient \* Collaborative \* Responsive \* Accurate**

#### **Job Description**

The Attorney will provide legal support and representation for NYCHA, focusing on various legal matters related to housing, tenant relations, regulatory compliance, and administrative law. The Attorney Level 2 will be crucial in ensuring NYCHA's operations align with applicable laws and regulations while advocating for the organization's and its tenants' rights and interests.

#### **ROLES and RESPONSIBILITIES**

- Assist with VNC backlog (200+), document review for business integrity, preparation of non-responsibility determinations, communication with vendors for timely/appropriate responses, legal research, and writing.
- Conduct document reviews for business integrity and determine whether a vendor is responsible or non-responsible.
- Provide legal advice and support on housing law, tenant relations, regulatory compliance, and administrative law matters.
- Represent NYCHA in court proceedings, hearings, and administrative reviews.



- Draft, review, and negotiate contracts, agreements, and other legal documents.
- Conduct legal research and analysis to support NYCHA's operations and decision-making processes.
- Collaborate with various departments within NYCHA to address legal issues and provide guidance on compliance with federal, state, and local laws.
- Assist in developing and implementing policies and procedures to ensure legal and regulatory compliance.
- Handle litigation matters, including preparing pleadings, motions, and other court documents.
- Advise on risk management strategies and help mitigate legal risks.
- Provide training and guidance to staff on legal matters and best practices.

### **QUALIFICATIONS and REQUIRED SKILLS:**

- Admission to the New York State Bar
- One year of satisfactory US legal experience after admission to any state bar
- Prior experience with NYC Procurement/Contracting, Vendor Name Checks, responsibility determination,
- Experience with MOCS PASSPart system
- Strong knowledge of federal, state, and local housing laws and regulations.
- Excellent legal research, writing, and analytical skills.
- Strong oral and written communication skills.
- Ability to handle multiple tasks and work under pressure.
- Demonstrated ability to work independently and as part of a team.
- Experience in litigation and courtroom proceedings.

### **EDUCATION**

- A Juris Doctor (JD) law degree from an accredited law school.

### **OTHER**

- **Duration:** Until 01/15/2025
- **Req Type:** Nationwide
- **Salary:** Determined based on experience and education



- **Location:** Onsite; New York, New York
- **Travel:** No

## **BENEFITS**

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.

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VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to [HumanResources@vecrainc.com](mailto:HumanResources@vecrainc.com) with **Subject Line: Attorney Level 02**