

# THE TRUST FOR GOVERNORS ISLAND

## **Assistant Attorney**

The Trust for Governors Island (“The Trust”) seeks an Assistant Attorney to provide legal and administrative support for all of the Trust’s legal matters. The Assistant Attorney will report directly to The Trust’s General Counsel. The Assistant Attorney will also work closely with the New York City Law Department, which provides outside counsel services pursuant to the agreement between the Trust and the City, as well as law firms retained by The Trust.

### KEY RESPONSIBILITIES (include but are not limited to):

- Under the direction of the General Counsel, assist with the preparation of all materials for quarterly Board of Director meetings, including maintaining document control over all Board documents during various stages of drafting and editing.
- Compilation and distribution of all board materials, posting required notices, and other aspects of board meeting preparation.
- Assist in preparing documents to comply with all reporting requirements of New York’s Public Authorities Reform Act (“PARA”) and the Conflicts of Interest Board (“COIB”)
- Assist with contract administration and local law compliance responsibilities
- Maintain and organize hardcopy and digital files
- Review and track receipts of insurance certificates and other required deliverables from contract parties, tenants and permittees
- Assist with drafting and negotiating all Trust contracts, permits, leases and licenses
- Interface with the City’s Law Department and with The Trust’s outside law firms
- Assist with litigation matters
- Respond to Freedom of Information Law requests
- Monitor developments in case law, legislation and regulatory matters for effects on the activities of The Trust

### QUALIFICATIONS

- Juris Doctor degree from a law school accredited by the American Bar Association
- Admission to the New York State Bar
- One to three years of comparable legal experience subsequent to admission to the bar
- Detail-oriented with strong organizational skills and demonstrated ability to work both independently and collaboratively, multi-task, set priorities and meet required deadlines
- Experience with not-for profit entities preferred, as well as government entities or clients doing business with government entities
- Experience with construction, environmental, land use and permitting issues
- Strong communication and writing skills
- Organizational skills to prioritize and timely accomplish tasks
- Proficient in Microsoft Word, Excel, PowerPoint
- Experience with Doing Business Forms, PARA and COIB filings a plus

Salary Range: Commensurate with experience

This position is for at will employment. Key responsibilities are subject to change at The Trust's sole discretion.

## **Background**

Governors Island is a 172-acre Island in the heart of New York Harbor nestled between Lower Manhattan and the Brooklyn Waterfront. Seven minutes from the energy and excitement of the City, the Island is a popular seasonal destination. A resilient new park is complemented by dozens of unique historic buildings, environmental educational facilities, a rich arts and culture program and a 22-acre National Monument managed by the National Park Service. Unlike anywhere else in New York, Governors Island offers peaceful settings with sweeping views of the Harbor, skyline and Statue of Liberty. Looking ahead, the Island will be activated year-round as a sustainable center for learning and entrepreneurship, with plans for expanded commercial and non-profit uses in its future.

In 2018, Governors Island was open to the public seven days a week from May 1-October 31. The operation of the Island continues year-round, with a public high school, artist studio program and new commercial tenancies.

## **About The Trust for Governors Island**

The Trust for Governors Island is the nonprofit corporation created by the City of New York that is responsible for the redevelopment and operations of 150 acres of Governors Island. The Trust's mission is to transform Governors Island into a vibrant year-round resource for New York City, making the Island a destination with extraordinary public open space, as well as educational, not-for-profit, and commercial facilities. The remaining 22 acres of the Island is designated the Governors Island National Monument and is overseen by the National Park Service.

The Trust for Governors Island does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor. For more information about Governors Island, visit <https://govisland.com/>.

## **To Apply**

Please submit your cover letter, resume, and salary requirement (as a single PDF) to [jobs@govisland.org](mailto:jobs@govisland.org) with "Assistant Attorney" in the subject line.