

JOB DESCRIPTION:

PUBLIC INTEREST FELLOWSHIP IN

CONSUMER BANKRUPTCY LAW and FINANCIAL LITERACY

The Coalition for Consumer Bankruptcy Debtor Education, a Section 501(c)(3) non-profit corporation founded in 1998, in conjunction with New York Law School and Fordham Law School, seeks to employ a Fellow in Consumer Bankruptcy Law and Financial Literacy for a two year period commencing August 15, 2006. The Fellow would work in conjunction with Barbara Kent, the incoming President of the Coalition (and formerly the Director of Consumer Affairs and Financial Products at the New York State Banking Department) who will be based at New York Law School, and Professor Susan Block-Lieb (Fordham Law School). The Fellow's office would be at Fordham Law School. The types of projects and initiatives on which the Fellow will work include the following:

- . Assist in conducting financial literacy classes for consumers using the Coalition's curriculum, and in developing updates for the curriculum and teacher training manual;

- . Participate in the Coalition's bi-annual teacher training program based in New York, including its organization, administration and planning;

- . Develop and market the Coalition's "train the trainers" programs at various locations across the United States, and assist in organizing and also teaching in these programs;

- . Assist as needed with the pro se project in place at the Eastern District of New York Bankruptcy Court to assist consumer debtors, including student training;

- . Maintain and update the Coalition's website (www.debtoeducation.org) and other promotional materials for the Coalition;

- . Assist in organizing symposia and roundtable discussions on topics related to financial literacy education and participate in financial literacy events held in New York;

- . Participate in Coalition grant writing efforts and the activities funded by such grants, including empirical assessment of various financial literacy programming;

- . Assist in other fund raising and development efforts;

- . Participate in efforts to raise the profile of the Coalition and engage in outreach to various constituencies interested in the Coalition's activities;

- . Handle the day-to-day calls, email and questions the Coalition receives about financial literacy education in general and its programmatic offerings in particular;

- . Work on articles (long and short) about the Coalition, its activities and financial literacy education;

- . Prepare materials for Board Meetings and handle day-to-day activities of a non-profit organization (e.g., insurance, tax and other legal compliance, minutes, budgeting);

- . Monitor and expand the Coalition's licensing efforts and monitor existing licensing activities;

- . Assist the President in carrying out the mission of the Coalition.

The annual salary will be \$45,000, plus benefits. Applicants for the Fellowship should have a J.D. degree and have displayed an interest in and commitment to public interest law, particularly in the areas of consumer law, consumer finance, consumer bankruptcy and/or financial literacy. Experience in community development, non-profit organizational work, educational programming and working with law students are strongly encouraged. Interested applicants should submit via email only a resume, a transcript (unofficial is acceptable in PDF format), a cover letter not to exceed two pages, and the name and contact information of two references (including one law professor) to Robin Dingle, Coalition Program Administrator at New York Law School at rdingle@nyls.edu. The application deadline is July 21, 2006. Interested applicants can contact Ms. Dingle telephonically with questions at 212 431-2190.