Interest on Lawyer Account Fund of the State of New York

Funding civil legal assistance for low-income New Yorkers since 1984

Job Title:	Government Affairs Coordinator
Employer:	New York State Interest on Lawyer Account Fund
Location:	New York, New York or Albany, New York
Date Posted:	July 10, 2025
Deadline:	August 7, 2025

About New York State Interest on Lawyer Account Fund

Founded in 1983, with the strong support of the New York State Bar Association, the legislature created the IOLA Fund to provide additional financial support to civil legal service organizations that had been decimated by federal budget cuts. Today, the IOLA Fund helps low-income people in New York State obtain help with civil legal problems affecting their most basic needs, such as food, shelter, jobs, and access to health care.

The IOLA Fund is a fiduciary fund administered by IOLA's publicly appointed Board of Trustees. The revenue is held in the custody of the State Comptroller and, subject to government procurement rules, provides the funding for grants awarded by the IOLA Board of Trustees to non-profit civil legal services providers for the purpose of delivering civil legal services to low-income New Yorkers and for improving the administration of justice. IOLA grantees vary in size and focus, providing a myriad of legal services: direct representation, advice and counsel, pro se assistance, legal education, and referrals to low-income or otherwise disadvantaged individuals. IOLA grantees also provide legal trainings, engage in partnerships and community collaborations, and initiate impact cases that enhance the quality of life for all New Yorkers. IOLA's current five-year grant cycle awarded $562.5 million to 87 nonprofit organizations that provide legal assistance to people living across New York's 64 counties.

The Opportunity

The IOLA Fund is seeking a skilled and collaborative **Government Affairs Coordinato**r to join its trusted and mission-driven team. Reporting to the Executive Director, the Government Affairs Coordinator is expected to support the IOLA Fund's government relationships, public relations, and strategic communications. This role involves monitoring policy developments, engaging with stakeholders, drafting communication materials, and supporting initiatives. This is a newly created position at the IOLA Fund and an exciting opportunity to create and implement a strategy for IOLA to strengthen and coordinate its engagement with stakeholders. We seek a candidate with exceptional communications skills to develop and implement a messaging strategy that will amplify its mission. IOLA's office is located in New York City but we will also consider candidates based in Albany, New York with work arrangements to be determined.

The essential functions of the Government Affairs position include:

- Oversee strategy to build and foster long-term working relationships with key stakeholders including federal, state, and local elected officials and government agencies, the legal services community, community-based organizations, and the public.
- Advise proactively on strategic communications relating to emerging issues and trends in civil legal services, including legislation and judicial rulings.
- Prepare all briefing materials and legislative correspondence on matters relevant to the IOLA Fund.
- Manage any appearances at relevant legislative committee meetings, hearings, and related events.
- Write, maintain, and advise on content for the IOLA Fund website.
- Write, manage production of, and distribute the IOLA Fund's Annual Report.
- Plan, implement, and manage IOLA's social media presence, including interactive posts, press release highlights, news updates, short-form videos that highlight key achievements and milestones.
- Monitor and share relevant news stories. Organize and maintain a media asset archive.
- Create and distribute communications to IOLA Fund grantees and other stakeholders on IOLA Fund programs, projects, and initiatives.
- Support other communication related assignments or projects as needed.
- Periodic travel across New York State to meet with stakeholders, with an emphasis on those located in Albany, New York.

Qualifications and Education Requirements

- A bachelor's degree and four years of relevant experience.
- Strong communication and public speaking skills with the ability to communicate in a clear and succinct manner.
- Proficiency in Microsoft Office Suite, especially PowerPoint.
- Proficiency using social media platforms and generating content.
- Well-organized with the ability to work independently and manage priorities under tight deadlines

Preferred Skills

- Previous experience working in or with the New York State Governor, Legislature, or government agencies.
- Knowledge of the New York State civil legal services sector.
- Previous non-profit or philanthropy experience.

Compensation & Benefits

- Salary: $85,000-105,000, commensurate with experience, plus location pay of $4,000 for New York City based candidates.
- Benefits: health and prescription drug benefits under the New York State Health Insurance Program (Empire Plan), Dental insurance, Vision Care, New York State Flexible Spending Account, NYS-Ride, life insurance, employee assistance program, New York State retirement plan, paid time off, and more.
- IOLA's New York City office operates in a hybrid work environment.

Contact

To express interest, please submit a cover letter, resume, brief writing sample and example of social media outreach to careers@iola.org by **August 7, 2025**.

IOLA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

To learn more about IOLA Fund, please visit www.iola.org.