LGBT Law Notes — Editor-in-Chief

The opportunity

The LGBT Bar NY Foundation, the charitable and educational arm of the LGBT Bar Association of Greater New York, seeks an Editor-in-Chief to lead LGBT Law Notes (ISSN 8755-9021) into its next chapter. This is a one-year, renewable, part-time role with an annual honorarium of up to $5,000.

For more than four decades, Law Notes has chronicled legal developments affecting the LGBTQ+ community. Professor Arthur S. Leonard founded it and has edited it since its inception. The next Editor-in-Chief will move the journal from comprehensive case digests to focused, practice-oriented analyses, checklists, and statutory notes. A paid law student Production Fellow will handle production, so the Editor-in-Chief can focus on content.

Why take this on

- **Lead an established journal.** Law Notes has more than four decades of history and is indexed on Westlaw and ProQuest.
- **Shape its next chapter.** You will set the format, voice, and contributor network for the journal's next era.
- **Build your profile.** The role brings visibility across the New York bench, bar, and legal academy, and is a strong credential for faculty and fellows.
- **Have expert support.** Professor Leonard will remain involved as Editor-in-Chief Emeritus & Senior Faculty Advisor, and a paid Production Fellow handles production.

Responsibilities

The Editor-in-Chief has final authority over what Law Notes publishes and how it is edited.

- **Set the editorial direction.** Plan each issue around practice-oriented case analyses, procedural checklists, and statutory notes.
- **Build an editorial board.** Appoint and lead a small Law Notes Editorial Board of volunteer editors and contributors.

- **Commission and edit content.** Work with Section Liaisons from the Association's committees and sections, direct student research, and edit all submissions to publication.
- **Publish on schedule.** Deliver issues of roughly 16 to 24 pages (8,000 to 12,000 words). For 2027, the transition year, this may be two issues.
- **Supervise the Production Fellow.** Direct the law student Fellow, who handles intake through lawnotes@lgbtbarny.org, template formatting, author agreements, and the Westlaw and ProQuest uploads.
- **Uphold publication standards.** Make sure every contributor signs the Author Contribution Agreement and every issue carries the authors' disclaimer. Flag content on pending legislation for review against the Foundation's tax-exempt status.
- **Manage the transition.** Work with Professor Leonard on the handoff of templates, contributor relationships, and archives.

Year-one goals: assemble the Editorial Board, publish the first issue in the new format, and deliver two issues in 2027.

Term, honorarium, and time commitment

Term	One year, renewable. The Foundation's Board of Directors confirms the appointment and may set a two-year term.
Honorarium	Up to $5,000 per year, paid annually or per issue. It may be structured as an editorial honorarium, a research stipend, or a conference travel grant. This is a volunteer leadership role, not employment.
Time commitment	About 5 to 8 hours per week on average, heavier in the weeks before an issue closes. The Production Fellow handles formatting and distribution.
Location	Remote, with occasional meetings in New York City or by video.
Start	As soon as possible, with time built in for a handoff from Professor Leonard.

Who should apply

The ideal candidate is a law faculty member, academic fellow, clinician, or practitioner with:

- Substantive knowledge of sexual orientation and gender identity law or civil rights law
- Experience editing legal writing, such as a law review, a practice publication, or student work
- The ability to recruit contributors and guide student researchers
- Reliable follow-through on deadlines

Sitting judges are not eligible to serve as Editor-in-Chief. Directors of the Foundation or the Association may receive the honorarium only as the By-Laws and the Foundation's Conflict of Interest Policy permit.

How to apply

Send a CV, a short statement of interest, and one writing or editing sample to president@lgbtbarny.org. Applications received by Dec 31, 2026 will receive priority consideration; later applications are reviewed on a rolling basis.

The LGBT Bar NY Foundation welcomes applicants of all backgrounds, identities, and experiences, and does not discriminate on any basis protected by law.