

May 6, 2015

## **JOB ANNOUNCEMENT – SUPERVISING ATTORNEY – HOUSING RIGHTS**

MFY Legal Services, Inc. (MFY), a non-profit legal services organization that provides a wide range of free civil legal services to low-income New Yorkers, is seeking a supervising attorney to co-lead a team of lawyers and paralegals to preserve decent and affordable housing for poor and working poor tenants, including single adults, families and seniors, through eviction defense, affirmative litigation, and policy advocacy. The team represents tenants in Manhattan, Bronx and Brooklyn Housing Court, state Supreme Court, federal court, and administrative proceedings.

### **Responsibilities:**

- Supervise work of attorneys and paralegals handling housing matters, including eviction cases, HP actions, anti-harassment claims, among others, including ancillary government benefits.
- Carry own docket of cases.
- Coordinate a program of community outreach and training.
- Work closely with community groups and elected officials to serve the legal needs of their constituents.
- Manage and report on grants.
- Work with management team to address general office needs and administrative tasks.

### **Requirements:**

- Highly organized with excellent time management skills.
- Demonstrated expertise in landlord-tenant law.
- Litigation experience in state and/or federal courts; experience with appellate advocacy a plus.
- Excellent research, writing and editing skills.
- Knowledge of government benefits and other civil legal issues.
- Prior supervisory experience a plus.
- Spanish or Chinese language skills a plus.

Salary: Commensurate with experience, with excellent fringe benefits.

Applicants should submit cover letter, resume and writing sample (preferably an appellate brief) to Jeanette Zehlf, Executive Director, and transmit by e-mail to [jzehlhof@mfy.org](mailto:jzehlhof@mfy.org) by May 22, 2015. Early applications are appreciated. Interviews will be conducted on a rolling basis. No telephone inquiries please. Please indicate where you found this ad and include HOUSING SUPERVISOR in the Subject Line.

**MFY IS AN EQUAL OPPORTUNITY EMPLOYER.**

People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.