

August 5, 2015

**Job Announcement
Staff Attorneys – 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 two to three staff attorneys to further MFY's efforts to preserve decent and affordable housing for poor and working poor tenants, including single adults, and families, through eviction defense, HP actions and affirmative litigation, and policy advocacy. The attorney will be part of a team that represents tenants in the Bronx Housing Court, state Supreme Court, and administrative proceedings; works with tenant groups and community organizations, including conducting trainings; and communicates regularly with elected officials.

Responsibilities include, but are not limited to:

- Conducting client intake; conducting legal research; drafting legal memoranda, advocacy letters and other legal papers; and litigating all phases of cases including drafting pleadings, engaging in motion practice, conducting trials, writing and arguing appeals.
- Conducting outreach to the Bronx communities, and training community and tenant groups on the rights of tenants and related housing and fair housing issues.
- Working with organizers and community leaders in the Bronx to develop and execute strategies to prevent tenant displacement.
- Staffing and conducting intake at off-site legal clinics (at community organizations and in courts) in the Bronx.
- Inputting and maintaining detailed records in a case management system.

Requirements:

- Admission to NYS Bar.
- A minimum of three years of experience representing tenants in New York City, preferably in the Bronx.
- Familiarity with housing law.
- Excellent research and writing skills.
- Ability to balance an active caseload and travel between the office, outreach sites and courts in the Bronx.

Spanish language skills required.

Salary is pursuant to a collective bargaining agreement.

Applicants should submit cover letter, resume and writing sample addressed to Elise Brown, Director of Litigation for Economic Justice, and transmitted by e-mail to ebrown@mfy.org with "Housing Rights Staff Attorney - Bronx" in the subject line. Applications must be received by Friday, August 21, 2015. Early applications are appreciated. No telephone calls please.

For further information about MFY, please go to www.mfy.org.

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.