

October 4, 2021

## **Job Announcement Paralegal**

Mobilization for Justice (MFJ), a non-profit legal services organization that provides a wide range of free civil legal services to low-income New Yorkers, is seeking a paralegal/legal services assistant to work with our Consumer Rights and Low-Income Bankruptcy projects. The candidate will provide a wide range of legal services for low-income New Yorkers, including conducting intake, drafting letters, filing administrative complaints, preparing chapter 7 bankruptcy petitions, and assisting with discovery, research, and other tasks related to affirmative litigation and legislative campaigns.

MFJ's mission is to achieve social justice, prioritizing the needs of people who are low-income, disenfranchised or have disabilities. We do this by providing the highest quality direct civil legal assistance, conducting community education, building partnerships, engaging in policy advocacy, and bringing impact litigation. MFJ is a 140+ person staff comprised of attorneys, paralegals, social workers, and support staff. It is a diverse, unionized, and collegial workplace where staff share the organization's mission to achieve social justice.

### **Responsibilities include, but are not limited to:**

- Conducting client intake and interviews.
- Providing advice, counsel, and representation under the supervision of attorneys.
- Advocating on behalf of clients with various administrative agencies, companies, and institutions.
- Assisting clients in completing relevant petitions, applications, and forms.
- Providing administrative support with developing affirmative litigation, reviewing, organizing, and preparing discovery, and managing cases.
- Inputting and maintaining records in a case management system.
- Creating and updating community educational and training materials.
- Advocating and lobbying on issues of importance to consumers.

### **Requirements:**

- College degree.
- Strong organizational skills and ability to manage various responsibilities,
- Excellent writing and communication skills.
- Excellent database and computer skills.
- Ability to work collaboratively yet independently.
- Fluency in Spanish.
- Willingness to register as a lobbyist with New York City and New York State.

**Salary** is pursuant to a collective bargaining agreement.

Applicants should submit a cover letter, resume and writing addressed to Carolyn Coffey, Director of Litigation for Economic Justice, and transmitted by e-mail to [ccoffey@mfjlegal.org](mailto:ccoffey@mfjlegal.org) with "CRP-LIBP Paralegal" in the subject line. We encourage all applicants to include in their cover letter a statement about how their background or experience might contribute to the diversity and

perspective of our office. Please indicate where you saw this ad. Applications must be received by October 29, 2021. Early applications are appreciated. No telephone calls please.

**MOBILIZATION FOR JUSTICE IS AN EQUAL OPPORTUNITY EMPLOYER**

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

For further information about MFJ, please go to [www.mobilizationforjustice.org](http://www.mobilizationforjustice.org).