

October 2023

Job Announcement

Temporary One-Year Fair Housing Staff Attorney Mobilization for Justice

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 staff attorney to join its newly created Fair Housing Project (FHP). The FHP's mission is to ensure that all New Yorkers, especially those from traditionally marginalized communities, have equal housing opportunities and have tools to fight discriminatory conduct. The FHP Staff Attorney will work closely with the FHP's Supervising Attorney to establish the project's internal policies and procedures, conduct client intake and case assessments, educate community partners about fair housing rights, and litigate cases in state and federal courts. The FHP Staff Attorney will also likely work closely with Staff Attorneys in MFJ's Housing Project and Special Litigation Project.

MFJ's mission is to achieve social justice, prioritizing the needs of people who are low-income, disenfranchised, or have disabilities as they struggle to overcome the effects of social injustice and systemic racism. We do this by providing the highest quality direct civil legal assistance, conducting community education, and building partnerships, engaging in policy advocacy, and bringing impact litigation. MFJ has a staff of more than 165 attorneys, paralegals, social workers, support staff, and other professionals. 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 in person and on the telephone.
- Conducting legal research and drafting legal memoranda, advocacy letters, and other legal papers.
- Litigating all phases of cases and administrative proceedings, including case commencement, discovery, mediation, motion practice, settlement negotiation and administration, trial, and appeal.
- Conducting outreach to communities served by MFJ and providing know-your-rights training sessions on fair housing issues.
- Creating fact sheets and other informational documents relating to fair housing rights.
- Drafting policy papers involving fair housing issues.
- Attending conferences and meetings relating to fair housing issues and otherwise staying informed about developments in the law.
- Inputting and maintaining detailed records in a case management system.

Requirements:

- Admission to the New York State Bar; admission to, or ability to quickly become admitted to, the Southern and Eastern Districts of New York preferred.
- Demonstrated interest in fair housing or other civil rights areas.
- Litigation experience in state and federal court and familiarity with the procedural laws and rules that govern both fora.
- Familiarity with New York City landlord-tenant laws and tenants' rights.

- Excellent research and writing skills.
- Ability to balance an active caseload.
- Ability to multitask and work independently.
- Ability to staff clinics, trainings, and participate in other work-related events during evening hours from time to time.

Salary is pursuant to a collective bargaining agreement. The salary range for this position is \$73,742.62 to \$128,365.06.

Applicants should submit cover letter, resume and writing samples addressed to Andrew Darcy, Supervising Attorney, and transmit by e-mail to recruitment@mfjlegal.org with **Fair Housing Staff Attorney** 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. Early applications are appreciated. Interviews and hiring will be conducted on a rolling basis. No telephone inquiries please.

For further information about MFJ, please go to www.mobilizationforjustice.org.

MOBILIZATION FOR JUSTICE IS AN EQUAL OPPORTUNITY EMPLOYER.
All qualified applicants will receive consideration for employment without regard to race, color, sex, gender, age, religion, national origin, citizen status, marital status, physical or mental disability, military or veteran status, sexual orientation, gender identity, gender expression, genetic information, or any other characteristic protected by law. BIPOC, women, people with disabilities, and LBGTQIA+ candidates are encouraged to apply.