

November 12, 2019

**Job Announcement – Paralegal/Legal Services Assistant
Government Benefits Project**

Mobilization for Justice (formerly MFY Legal Services), 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 Mobilization for Justice's Government Benefits Project. The candidate will provide a wide-range of legal services for low-income New Yorkers, with a focus on SSI/SSD benefits for adults, but also including SSI/SSD benefits for children, public assistance for individuals and families, and other benefits, including SNAP.

Responsibilities include, but are not limited to:

- Conducting client intake and interviews in person, on the telephone, and at community-based organizations, sometimes in the evenings;
- Providing advice, counsel and representation under the supervision of an attorney;
- Advocating for clients with the Social Security Administration and other government agencies;
- Assisting individuals in completing relevant applications and forms;
- Representing clients at administrative hearings;
- Conducting community outreach and education;
- Creating and updating community educational and training materials; and
- Inputting and maintaining records in case management system.

Requirements:

- College degree;
- One year of experience working on benefits;
- Strong organizational skills and ability to manage various responsibilities;
- Excellent writing and communication skills;
- Excellent database and computer skills;
- Willingness to see clients, conduct clinics, and trainings throughout the five boroughs of New York City, sometimes in the evening;
- Ability to work collaboratively yet independently; and
- Fluency in Spanish, or a Chinese Dialect.

Paralegal experience a plus.

Salary is pursuant to a collective bargaining agreement with excellent fringe benefits.

Applicants should submit a cover letter, resume and writing sample addressed to Kevin Cremin, Director of Litigation for Disability and Aging Rights, and transmitted by e-mail to kcremin@mfjlegal.org with “**GBP Legal Services Assistant**” in the subject line. We encourage all applicants to include in their cover letter a statement about how your 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 December 1, 2019. Early applications encouraged. No telephone calls please.

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

MOBILIZATION FOR JUSTICE IS AN EQUAL OPPORTUNITY EMPLOYER. People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.