



October 1, 2018

Job Announcement

Director of Government and Community Affairs

Mobilization for Justice (formerly MFY Legal Services), a non-profit legal services organization that provides free civil legal services to low-income New Yorkers, is seeking a skilled professional to become its Director of Government and Community Affairs. Mobilization for Justice (MFJ) is a 110-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, prioritizing the needs of people who are low-income, disenfranchised or have disabilities.

The Director of Government and Community Affairs will report to the Executive Director and work closely with the Deputy Director for Program and Development. This new exciting role will (1) develop our annual policy and lobbying agenda, both substantive and fiscal, in coordination with MFJ's lobbyist, and (2) implement this agenda through a variety of means including: analyzing data to conduct strategic outreach, and cultivating and expanding relationships with City, State and other government officials and community-based organizations throughout New York City and State.

The Director of Government and Community Affairs should be passionate about MFJ's mission, and be both enthusiastic and knowledgeable about the New York City and State legislative process. The person must have the ability to juggle multiple tasks and priorities in a fast-paced environment and have excellent interpersonal and communications skills.

Responsibilities include, but are not limited, to:

Support and advance the mission and vision of MFJ.

Cultivate, expand and manage relationships with New York City and State elected and government officials and their staffs. Analyze MFJ data on our work in electeds' districts. Schedule meetings accordingly. Schedule trainings and clinics responsive to constituent needs.

Cultivate, expand and manage relationships with community-based organizations and local community stakeholders throughout New York City. Schedule trainings and clinics responsive to community needs.

Respond to requests for testimony, legislative comments, advocacy partnerships, etc., coordinate MFJ staff to respond as appropriate, and review and edit responses.



Coordinate MFJ's annual legislative agenda. Monitor and identify New York City and State legislation and policy activities, both substantive and fiscal, related to MFJ's practice areas. Inform relevant staff about legislation related to MFJ areas of practice and policy.

Develop materials to support advocacy efforts, including project or campaign specific one-pagers, press releases, flyers announcing community events, monthly e-lets, among others.

Travel to Albany as required.

Requirements:

Demonstrated commitment to MFJ's mission and values.

Bachelor's Degree with 3-5 years of experience working in government or related setting. New York State or City government/policy experience preferred.

Understanding of the New York City and State government and political landscapes.

Established relationships with elected officials, staff members, and agency personnel preferred.

Excellent interpersonal and communication skills.

Excellent verbal and writing skills.

Excellent judgment and discretion.

Highly organized with strong attention to detail.

Ability to work well independently, and as a member of a team of directors, attorneys, paralegals, tech and support staff.

Ability to prioritize multiple tasks.

Be willing to register as a lobbyist.

Salary commensurate with experience. Benefits include generous vacation, fully covered medical insurance, and contribution to 403(b) plan after one year.

Applicants should submit a cover letter and resume addressed to Jeanette Zelhof, Executive Director, and transmitted by e-mail to zelhof@mfjlegal.org with **“Director of Government and**



Community Affairs” in the subject line. Applications must be received by November 1, 2018. Early applications are appreciated and interviews will be on a rolling basis. No telephone calls please.

For further information about Mobilization for Justice, 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.