

October 2023

JOB ANNOUNCEMENT

INTAKE STAFF ATTORNEY HOUSING RIGHTS 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 two intake staff attorneys to further MFJ's efforts to preserve decent and affordable housing for low-income tenants, including families and single adults, through eviction defense, HP proceedings, and affirmative litigation. The attorneys will be part of a team that represents tenants in Manhattan, Bronx, and Brooklyn Housing Court, state Supreme Court, federal court, and administrative proceedings.

MFJ's mission is to achieve justice for all. MFJ prioritizes 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 free, direct civil legal assistance, conducting community education, and building partnerships, engaging in policy advocacy, and bringing impact litigation. We assist more than 14,000 New Yorkers each year, benefiting over 24,000. MFJ has a staff of more than 175 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 intakes in person, virtually, and on the telephone.
- Assessing clients' eligibility for services.
- Analyzing and evaluating legal issues presented during the intake process.
- Providing brief legal advice, referrals, and information to clients.
- Investigating clients' requests for services.
- Making recommendations about case acceptance.
- Although the primary focus of this position is intake, the attorney will also advocate for and represent clients.
- Conducting community outreach, trainings, and education.
- Inputting and maintaining records and running reports in our case management system.
- Notarizing clients' court or other documents as necessary

Requirements:

1. Admission to the New York State Bar.
2. Knowledge of housing law or government benefits.
3. Well-organized and capable of managing a substantial number of intake files.
4. Experience with a case management system.
5. Demonstrated interest in working with people who have mental health disabilities and/or people who have experienced significant trauma.
6. Fluency in Spanish sufficient to conduct an intake interview, draft correspondence and provide advice to clients, and handle client interactions without the assistance of a

translator or interpreter strongly preferred. Applicants proficient with use of Language Line or similar translation service, however, will be considered.

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

Applicants should submit a cover letter, resume, and writing sample addressed to Elise Brown, Director of Housing Litigation, and transmit by e-mail to recruitment@mfjlegal.org with “**Housing Rights Intake 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. Please indicate where you saw this ad. Applications must be received by November 20, 2023. Early applications encouraged. Interviews and hiring will be conducted on a rolling basis. No telephone calls please.

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

MFJ 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 LGBTQIA+ candidates are encouraged to apply.