

October 14, 2015

**Job Announcement  
Staff Attorneys – Housing Rights**

MFY Legal Services, Inc. (MFY), a non-profit legal services organization that provides a wide range of free civil legal services to low-income New Yorkers, is seeking staff attorneys to further MFY's efforts to preserve decent and affordable housing for low income tenants, including families and single adults, through eviction defense, HP actions and affirmative litigation. The attorney will be part of a team that represents tenants primarily in Bronx Housing Court, and also state Supreme Court, and administrative proceedings as appropriate, and will work with tenant groups and community organizations, including conducting trainings.

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

- Conducting client intake; conducting legal research; drafting legal memoranda, advocacy letters and other legal papers; and litigating all phases of cases including drafting pleadings, engaging in motion practice, conducting trials, writing and arguing appeals.
- Conducting outreach to the Bronx communities, and training community and tenant groups on the rights of tenants and related housing and fair housing issues.
- Working with organizers and community leaders in the Bronx to develop and execute strategies to prevent tenant displacement.
- Staffing and conducting intake at off-site legal clinics (at community organizations and in courts) in the Bronx.
- Inputting and maintaining detailed records in a case management system.

**Requirements:**

- Admission to NYS Bar.
- A minimum of two years of experience representing tenants in New York City, or with Section 8 and other subsidized housing experience.
- Excellent research and writing skills.
- Ability to balance an active caseload and travel between the main office, possibly a satellite office in the Bronx, outreach sites and courts in the Bronx.
- Fluency in Spanish sufficient to conduct an intake interview, draft correspondence and provide advice to clients, and handle client meetings and court appearances without the assistance of a translator or interpreter.

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

Applicants should submit a cover letter, resume and writing sample addressed to Elise Brown, Director of Litigation for Economic Justice, and transmitted by e-mail to [ebrown@mfy.org](mailto:ebrown@mfy.org) with "Housing Rights Staff Attorney - Bronx" in the subject line. Applications must be received by Friday, October 30, 2015. Early applications are appreciated. Interviews will be conducted on a rolling basis. No telephone calls please.

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

**MFY IS AN EQUAL OPPORTUNITY EMPLOYER.**

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