

December 22, 2014

JOB ANNOUNCEMENT – SUPERVISING ATTORNEY-HOUSING RIGHTS UNIT

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 a supervising attorney to co-lead a team of lawyers and paralegals to preserve decent and affordable housing for poor and working poor tenants, including single adults, families and seniors, through eviction defense, affirmative litigation, and policy advocacy. The team represents tenants in Housing Court, state court, federal court, and administrative proceedings; works in coalition with advocacy groups city- and state-wide on policy issues; analyzes and provides testimony on proposed housing-related legislation; and conducts trainings for lawyers, community groups, non-legal professionals, constituent service staff of elected officials and tenants.

Responsibilities:

- Manage work of attorneys and paralegals handling a range of civil legal problems, including, among others, those related to housing and government benefits.
- Coordinate a program of community outreach and training.
- Work closely with community groups and elected officials to serve the legal needs of their constituents.
- Work collaboratively with colleagues to share supervision according to expertise.
- Work with Director of Litigation for Economic Justice to identify issues for affirmative litigation and other advocacy efforts to address systemic problems.
- Manage and report on government contracts and other grants.
- Work with management team to address general office needs and administrative tasks.
- Carry own docket as time permits.

Requirements:

- Highly organized with excellent time management skills.
- Demonstrated expertise in NYC landlord-tenant law.
- Litigation experience in state and/or federal courts and experience with appellate advocacy.
- Demonstrated experience playing a leadership role in an advocacy campaign involving housing-related issues.
- Excellent research and writing skills.
- Knowledge of government benefits and other civil legal issues.
- Prior supervisory experience a plus.
- Spanish or Chinese language skills a plus.

Salary: Commensurate with experience, with excellent fringe benefits.

Applicants should submit cover letter, resume and writing sample (preferably an appellate brief) to Jeanette Zelhof, Executive Director, and transmit by e-mail to zelhof@mfy.org by January 11, 2015. Early applications are appreciated. Interviews will be conducted on a rolling basis. No telephone inquiries please.

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.