

May 4, 2023

**Job Announcement  
Staff Attorney  
One-Year Temporary Position**

Mobilization for Justice, Inc. (MFJ), a non-profit legal services organization that provides free civil legal services to low-income New Yorkers, is seeking an attorney for a one-year temporary position in its Low Income Taxpayer Clinic. The attorney will be part of a team that gives advice to and represents low-income taxpayers in controversies before the Internal Revenue Service and New York State Department of Taxation and Finance; works in coalition with advocacy groups city- and state-wide on policy issues; analyzes and provides testimony on proposed tax-related legislation; conducts trainings for lawyers, community based organizations, and low-income taxpayers; and communicates regularly with elected officials and the media.

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 provide the highest-quality free, direct civil legal assistance, conduct community education and build partnerships, engage in policy advocacy, and bring impact litigation. MFJ also promotes diversity, equity, and inclusion in our workplace, and understands the need to eliminate all racial disparities to achieve justice for all. MFJ is a 160+ 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.

**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 petitions, engaging in motion practice, and conducting trials.
- Conducting outreach in the communities we serve, and educating lawyers, community groups and taxpayers about issues affecting low-income taxpayers.
- Staffing off-site legal clinics.
- Identifying issues for impact litigation or policy initiatives.
- Advocating on issues of importance to low-income taxpayers.
- Participating in coalition meetings and being the MFJ point person for certain coalitions.
- Timely inputting and maintaining extensive records in a case management system.

**Requirements:**

- Admission to New York State Bar.
- Demonstrated commitment to serving low-income populations.
- Demonstrated ability to take initiative and leadership roles.
- Excellent research and writing skills.
- Familiarity with basic income taxation topics, including deductions, credits, audits, examinations, and collections.
- Ability to balance working on complex litigation, handling individual casework, and traveling to various boroughs for trainings and other educational events.

- Fluency in Spanish, a Chinese dialect or another language spoken by immigrant populations in New York City is preferred.

**Salary** is pursuant to a collective bargaining agreement. The salary range for this position is \$62,994.86 - \$125,848.09.

Applicants should email a cover letter, resume and writing sample (preferably a brief or memorandum filed in court) to [recruitment@mfjlegal.org](mailto:recruitment@mfjlegal.org) with “**LITC Staff 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 May 19, 2023. Early applications are appreciated. No telephone calls please.

For further information about MFJ, please go to [www.mobilizationforjustice.org](http://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 LBGTQIA+ candidates are encouraged to apply.