

December 11, 2019

**Job Announcement
Staff Attorney**

Mobilization for Justice, Inc. (MFJ), a non-profit legal services organization that provides free civil legal services to low-income New Yorkers, is seeking a staff attorney for 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.

Mobilization for Justice is a 120+ 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 staff attorney will work at Mobilization for Justice's Manhattan office.

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 NYS 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.

Applicants should submit a cover letter, resume and writing sample (preferably a brief or memorandum filed in court) addressed to Carolyn Coffey, Director of Litigation for Economic Justice, and transmitted by e-mail to ccoffey@mfjlegal.org with “LITC Staff Attorney” in the subject line. Please indicate where you saw this ad. Applications must be received by January 6, 2020. Early applications are appreciated. Interviews 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.

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