

August 27, 2013

Job Announcement - Legal Services Assistants

MFY Legal Services, Inc. (MFY), a non-profit legal services organization that provides free civil legal services to low-income New Yorkers, is hiring two legal services assistant to provide a wide-range of legal services for low-income New Yorkers in the following areas: (1) Income Maintenance/Government Benefits, such as SSI/SSD benefits for adults and children, health benefits, including Medicaid and other insurance, and children's education hearings, among others; (2) Workplace Justice, including unpaid wage claims, removing barriers to employment for people with criminal backgrounds, and conducting unemployment hearings.

MFY's 55-person staff is comprised of attorneys, paralegals, social workers and support staff. It is a diverse, unionized, and collegial workplace. For more information, visit www.mfy.org.

Responsibilities include, but are not limited to:

- Conducting client interviews in person, on the telephone and in some cases at community-based organizations, sometimes in the evenings;
- Providing advice, counsel and brief services under the supervision of an attorney;
- Assisting individuals in completing relevant applications and forms;
- Representing clients at administrative hearings;
- Providing attorneys with case and litigation support, including preparing detailed spreadsheets in complex wage and hour cases;
- Conducting community outreach and education;
- Creating and updating community educational and training materials;
- Maintaining detailed records in office database.

Requirements:

1. A bachelor's degree; paralegal experience a plus;
2. Strong organizational skills and ability to manage responsibilities of various projects;
3. Excellent writing and communication skills;
4. Excellent database and computer skills;
5. Willingness to see clients and conduct trainings throughout the five boroughs of New York City, sometimes in the evening;
6. Ability to work collaboratively yet independently;
7. Fluency in Spanish is preferred.

Salary is pursuant to a collective bargaining agreement with excellent fringe benefits. For further information about MFY, please go to www.mfy.org.

Applicants should send cover letter, resume and writing sample addressed to Jeanette Zelhof, via email to mgoodell@mfy.org with **Legal Services Assistant** in the subject line, indicating which of the two positions you are applying for. Applications are due September 10, 2013. Due to the volume of resumes received for recent postings, we will respond only to applicants selected for interviews.

MFY IS AN EQUAL OPPORTUNITY EMPLOYER