

**November 8, 2012**

## **JOB ANNOUNCEMENT – SUPERVISING ATTORNEY**

MFY Legal Services, Inc. (MFY), a nonprofit public interest law firm, seeks a Supervising Attorney to oversee housing, public benefits and other legal work on behalf of residents of lower Manhattan and seniors. The Supervising Attorney will lead a team of four lawyers and a paralegal engaged in affirmative litigation, individual representation, community outreach and know-your-rights trainings.

### **Responsibilities:**

- Manage work of attorneys and paralegal 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 Disability and Aging Rights 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.
- Litigation experience in federal and/or state courts and experience with appellate advocacy.
- Excellent research and writing skills.
- Demonstrated expertise in NYC landlord-tenant law.
- Background in government benefits and other civil legal issues.
- Prior supervisory experience a plus.
- Clerkship a plus.
- Spanish or Chinese language skills a plus.

**Salary:** Commensurate with experience, with excellent fringe benefits.

MFY is a 50-person organization comprised of attorneys, paralegals, social workers and support staff. It is a diverse, unionized, and collegial workplace. Staff caseloads balance advice and individual representation with law reform advocacy and litigation. MFY does not receive federal LSC funding. For more information, visit [www.mfy.org](http://www.mfy.org).

Applicants should submit cover letter, resume and writing sample (preferably an appellate brief) to Jeanette Zelhof, Executive Director, and transmit by e-mail to [jelhof@mfy.org](mailto:jelhof@mfy.org).

**MFY IS AN EQUAL OPPORTUNITY EMPLOYER.**