

August 25, 2014

**Job Announcement
Organizer/ Legal Services Assistant (Housing Paralegal)**

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 an organizer/paralegal to work with MFY's Three-Quarter House Project (TQH). MFY provides legal services and support to tenants of three-quarter houses. Three quarter houses are apartment buildings and 2- and 3-family houses that out rent shared rooms. While three-quarter houses often claim to provide programs and supportive services for their tenants, in fact they rarely provide any and instead are characterized by poor physical conditions, overcrowding, an abusive environment, and illegal evictions. In addition to providing legal services for tenants of three-quarter houses, MFY has created and staffed the Three-Quarter House Tenant Organizing Project (TOP), made up of three-quarter house tenants organizing for changes to the policies that give rise to abusive and exploitive living conditions.

The Organizer/Paralegal will serve as a tenant organizer for TOP and will provide paralegal support to the attorneys in the Three-Quarter House Project.

Responsibilities include, but are not limited to:

- Organizing MFY's Three-Quarter House Tenant Organizing Project. This includes: identifying and recruiting potential tenant leaders through community outreach; developing tenant leadership through trainings, education, and regular one-to-one meetings; organizing and facilitating tenant meetings; and helping tenants develop and carry out strategic action campaigns to change policy and improve living conditions.
- Conducting client intake in person, on the telephone and at community-based organizations;
- Providing advice, counsel and brief services to tenants seeking assistance in housing and government benefits and other matters, and assisting *pro se* individuals in bringing actions to enforce housing standards and tenancy rights;
- Conducting community outreach and education, and training tenants, community groups and other advocates on substantive law matters;
- Compiling data on three-quarter house operators;
- Creating and updating educational material;
- Representing clients at administrative hearings;
- Preparing and presenting testimony on tenant advocacy;
- Providing attorneys with case and litigation support in the Three-Quarter House Project and, where necessary and appropriate, for MFY's general landlord-tenant practice; and
- Inputting and maintaining detailed records in office database.

Requirements:

1. Fluency in Spanish sufficient to conduct an intake interview, draft correspondence and provide advice to clients, and handle client meetings without the assistance of a translator or interpreter.
2. Experience working with very low-income communities.
3. College degree.

4. Experience with community-based organizing and/or advocacy strongly preferred.
5. Well-organized and capable of managing competing responsibilities.
6. Willing to conduct trainings, clinics, and tenant meetings throughout New York City, sometimes in the evening.
7. Excellent writing and communication skills.
8. Paralegal experience a plus but not required.

Salary is pursuant to a collective bargaining agreement.

Applicants should submit cover letter, resume and writing sample addressed to Michael Grinthal, Supervising Attorney, and transmitted by e-mail to mgrinthal@mfy.org with “Organizer/ Legal Services Assistant (Paralegal)” in the subject line. Applications must be received by September 9, 2014. Early applications are appreciated. No telephone calls please.

For further information about MFY, please go to www.mfy.org.

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.