

December 17, 2015

**Job Announcement  
Staff Attorneys – Housing Rights**

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 staff attorneys to further MFY's efforts to preserve decent and affordable housing for low income tenants, including families and single adults, through eviction defense, HP actions and affirmative litigation. The attorney will be part of a team that represents tenants in Brooklyn, the Bronx and Manhattan Housing Court, state Supreme Court, and administrative proceedings as appropriate; works in coalition with advocacy groups city- and state-wide on policy issues; analyzes and provides testimony on proposed housing-related legislation; works with tenant groups and community organizations, including conducting trainings; and communicates regularly with elected officials and the media.

**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 pleadings, engaging in motion practice, conducting trials, writing and arguing appeals.
- Conducting outreach to Brooklyn, the Bronx and Manhattan communities, and training community and tenant groups on the rights of tenants and related housing and fair housing issues.
- Working with organizers and community leaders to develop and execute strategies to prevent tenant displacement.
- Staffing and conducting intake at off-site legal clinics (at community organizations, offices of elected officials, places of worship, sister organizations, in courts, and other places to accommodate clients).
- Inputting and maintaining detailed records in a case management system.

**Requirements:**

- Admission to NYS Bar.
- A minimum of two years of experience representing tenants in New York City, or with Section 8 and other subsidized housing experience.
- Excellent research and writing skills.
- Ability to balance an active caseload and travel between the main office, possibly a satellite office, outreach sites and courts.
- Ability to staff clinics, attend tenants' association meetings, and participate in other work-related events during evening hours from time to time.
- Fluency in Spanish sufficient to conduct an intake interview, draft correspondence and provide advice to clients, and handle client meetings and court appearances without the assistance of a translator or interpreter.

**Salary** is pursuant to a collective bargaining agreement.

Applicants should submit a cover letter, resume and writing sample addressed to Elise Brown, Director of Litigation for Economic Justice, and transmitted by e-mail to [ebrown@mfy.org](mailto:ebrown@mfy.org) with

“Housing Rights Staff Attorney” in the subject line. Applications must be received by Friday, January 8, 2016. Early applications are appreciated. Interviews will be conducted on a rolling basis. No telephone calls please.

For further information about MFY, please go to [www.mfy.org](http://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.