

July 29, 2015

**Job Announcement  
Staff Attorney – 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 a staff attorney to further MFY's efforts to preserve decent and affordable housing for poor and working poor tenants, including single adults, families and seniors, through eviction defense, affirmative litigation, and policy advocacy. The attorney will be part of a team that represents tenants in Brooklyn, the Bronx, and Manhattan Housing Court, state Supreme Court, federal court and administrative proceedings; works in coalition with advocacy groups city- and state-wide on policy issues; analyzes and provides testimony on proposed housing-related legislation; conducts trainings for lawyers, community groups, non-legal professionals and tenants; 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 and writing amicus briefs.
- Conducting outreach to Brooklyn, the Bronx, and Manhattan communities, and training lawyers, community groups, non-legal professionals and tenants on the rights of tenants and related affordable and fair housing issues.
- Working with organizers and community leaders in Brooklyn, the Bronx, and Manhattan to develop and execute strategies to prevent tenant displacement.
- Staffing off-site legal clinics (at community organizations and in courts) in Brooklyn, the Bronx, and Manhattan.
- Identifying issues for impact or class-action litigation or policy initiatives, including white papers and legislative advocacy campaigns.
- Inputting and maintaining detailed records in a case management system.

**Requirements:**

- Admission to NYS Bar.
- A minimum of three years of experience representing tenants in New York City, preferably in Brooklyn, the Bronx and Manhattan.
- Familiarity with housing law.
- Excellent research and writing skills.
- Ability to balance a varied caseload and travel between the office and courts in Brooklyn, the Bronx and Manhattan.

Fluency in Spanish is strongly preferred. **Salary** is pursuant to a collective bargaining agreement.

Applicants should submit 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, August 14, 2015. Early applications are appreciated. 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.