

August 8, 2016

Job Announcement
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 a paralegal to work with MFY's Housing Project, concentrating on work in the Bronx, Brooklyn and Manhattan. MFY works to preserve decent and affordable housing for poor and working poor tenants through eviction defense, affirmative litigation, and policy advocacy. The paralegal will be part of a team that represents tenants in Housing Court and Supreme Court; works in coalition with advocacy groups city- and state-wide on policy issues; conducts trainings for lawyers, community groups, non-legal professionals and tenants; and communicates regularly with elected officials and the media.

The paralegal will be responsible for conducting clinics, intake, community education and outreach, litigation support, building-wide advocacy support, assessing potential clients and providing legal guidance with the assistance of attorneys. The paralegal will also engage in case advocacy, including housing subsidy applications and public assistance applications and hearings, and other administrative hearings. Occasional evening and weekend outreach will be necessary.

Responsibilities include, but are not limited to:

- Staffing offsite legal clinics.
- 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* tenants bring actions to enforce housing standards and tenancy rights.
- Providing attorneys with case development and litigation support.
- Conducting outreach and education to other community-based organizations, service providers, and government agencies.
- Organizing and facilitating tenant meetings, usually at community-based organizations or out in the field.
- Creating and updating community educational and training materials.
- Preparing and presenting testimony to administrative agencies and legislative bodies.
- Inputting and maintaining detailed records in office database.

Requirements:

1. Fluent in Spanish.
2. Experience working with low-income communities.
3. College degree.
4. Demonstrated commitment to building the power of low-income and marginalized people for social, racial, and economic justice.
5. Experience with community-based organizing and/or advocacy strongly preferred.
6. Well-organized and capable of managing competing responsibilities.

7. Willing to conduct trainings, clinics, and tenant meetings throughout New York City, sometimes outside of usual business hours.
8. Excellent writing and communication skills.

Salary is pursuant to a collective bargaining agreement.

Applicants should submit cover letter, resume and writing samples (one in Spanish and one in English) addressed to Marti Weithman, Supervising Attorney, and transmitted by e-mail to mweithman@mfy.org with “Legal Services Assistant (Paralegal)” in the subject line. Applications must be received by August 19, 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.

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.