

June 1, 2021

## **Job Announcement**

### **Legal Services Assistant (Housing Paralegal) Mobilization for Justice**

Mobilization for Justice (MFJ), 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/legal services assistant to work with a team of lawyers and paralegals to preserve decent and affordable housing for poor and working poor tenants through eviction defense, affirmative litigation, anti-harassment work and policy advocacy. The paralegal will be part of a team that represents tenants in Manhattan, Bronx and Brooklyn Housing Court, state Supreme Court, federal court, and administrative proceedings. The paralegal will work at MFJ's Bronx office.

MFJ's mission is to achieve social justice, prioritizing the needs of people who are low-income, disenfranchised or have disabilities. We do this by providing the highest quality direct civil legal assistance, conducting community education, building partnerships, engaging in policy advocacy, and bringing impact litigation. MFJ is a 120+ person staff comprised of attorneys, paralegals, social workers, and support staff. It is a diverse, unionized, and collegial workplace where staff share the organization's mission to achieve social justice, prioritizing the needs of people who are low-income, disenfranchised or have disabilities.

The paralegal will be responsible for providing litigation support to a busy team of attorneys and, when appropriate, for representing clients in administrative proceedings. Litigation support encompasses a wide range of duties, including, among other things, engaging in case development; preparing and prosecuting housing subsidy and public assistance applications; conducting client intake and follow-up; and assisting clients with benefits advocacy. Additional duties include conducting intakes in a variety of forums and via telephone and other electronic means; assessing potential clients and providing legal guidance with the assistance of attorneys; staffing on- and off-site clinics; and engaging in community education and outreach and building-wide advocacy support. Occasional evening and weekend outreach may be necessary.

#### **Responsibilities may include, but are not limited to:**

- Providing attorneys with case development and litigation support.
- Communicating with clients.
- Engaging in benefits advocacy.
- Staffing offsite legal clinics.
- Representing clients in administrative hearings.
- Conducting client intake in person, on the telephone, or virtually and at our offices or outside the office, including in court, at community-based organizations, at the offices of elected officials, etc.
- 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.
- 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. College degree.
3. Experience working with low-income communities.
4. Experience with community-based organizing and/or advocacy strongly preferred.
5. Well-organized and capable of managing competing responsibilities.
6. Willing to see clients and organize and conduct trainings, clinics, and tenant meetings throughout New York City, sometimes outside of usual business hours.
7. Excellent writing and communication skills.

Salary is pursuant to a collective bargaining agreement.

Applicants should submit cover letter, resume and writing samples addressed to Rick Kahn, Managing Attorney, Bronx Office, and transmit by e-mail to [rkahn@mfjlegal.org](mailto:rkahn@mfjlegal.org) with “Legal Services Assistant (Paralegal)” in the subject line. Applications must be received by June 15, 2021. Early applications are appreciated, and 2021 college graduates are encouraged to apply. Interviews will be conducted on a rolling basis. No telephone calls please. In your cover letter or email, please indicate where you found this ad. For further information about Mobilization for Justice, please go to [www.mobilizationforjustice.org](http://www.mobilizationforjustice.org).

**MOBILIZATION FOR JUSTICE IS AN EQUAL OPPORTUNITY EMPLOYER.**

People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.