

April 16, 2021

## **Job Announcement**

### **Intake Supervising Attorney – Housing Rights 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 supervising attorney to co-lead a team of lawyers and paralegals to preserve decent and affordable housing for poor and working poor tenants, including single adults, families, and seniors, through eviction defense, affirmative litigation, anti-harassment work and policy advocacy. The team represents tenants in Manhattan, Bronx and Brooklyn Housing Court, state Supreme Court, federal court, and administrative proceedings. The supervising attorney will work at MFJ's Bronx office and will primarily focus on coordinating MFJ's UATC intake work in the Bronx.

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.

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

- Supervise work of attorneys and paralegals handling housing matters, including eviction cases, HP actions, anti-harassment claims, among others, including ancillary government benefits.
- Carry own docket of cases, where appropriate.
- Create monthly intake schedules for the Bronx practice.
- Coordinate weekly telephone, in-court, and office-based intake for the Bronx practice.
- Make case assignments, ensure cases are transferred in MFJ's case management system to staff who volunteer for or are assigned cases, and handle issues related thereto.
- Act as point person for questions related to pertinent funding code designations.
- Routinely solicit feedback from staff and supervisors about the intake process and implement changes when appropriate, in consultation with the Managing Attorney for the Bronx Office and the Director of Housing Litigation.
- In coordination with the Managing Attorney for Housing Administration, create and keep updated intake and referral protocols.
- Manage and report on grants.
- Work with management team to address general office needs and administrative tasks.

#### **Requirements:**

- Highly organized with excellent time management skills.
- Demonstrated expertise in landlord-tenant law.
- Litigation experience in state and/or federal courts; experience with appellate advocacy a plus.
- Excellent research, writing and editing skills.
- Knowledge of government benefits and other civil legal issues.

- Prior supervisory experience a plus.
- Spanish language skills a plus.

Salary: Commensurate with experience, with excellent fringe benefits.

Applicants should submit cover letter, resume and writing sample to Elise Brown, Director of Housing Litigation, and transmit by e-mail to [ebrown@mfjlegal.org](mailto:ebrown@mfjlegal.org) with “Housing Supervisor” in the subject line. We encourage all applicants to include in their cover letter a statement about how your background or experience might contribute to the diversity and perspective of our office. Applications must be received by May 14, 2021. Early applications are appreciated. Interviews will be conducted on a rolling basis until the position is filled. No telephone inquiries 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.