

**December 18, 2015**

**JOB ANNOUNCEMENT – SUPERVISING 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 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.

**Responsibilities:**

- 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.
- Coordinate a community outreach, trainings, and advocacy campaigns.
- Work closely with community groups and elected officials to serve the legal needs of their constituents.
- 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 or Chinese language skills a plus.

**Salary:** Commensurate with experience, with excellent fringe benefits.

Applicants should submit cover letter, resume and writing sample (preferably an appellate brief) to Jeanette Zelhof, Executive Director, and transmit by e-mail to [jzelhof@mfy.org](mailto:jzelhof@mfy.org) by January 8, 2016. Early applications are appreciated. Interviews will be conducted on a rolling basis. No telephone inquiries please. Please indicate where you found this ad and include HOUSING SUPERVISOR in the Subject Line.

**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.