

August 21, 2014

**Job Announcement**  
**Legal Services Assistant (Employment Rights 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 further MFY's efforts to enforce the rights of the working poor. Through its Workplace Justice Project, MFY helps low-wage workers most vulnerable to exploitation, including through unpaid wage claims, removing barriers to employment for people with criminal convictions, and conducting unemployment hearings.

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

- Conducting client intake, in person, on the telephone and at community-based organizations.
- Staffing off-site legal clinics.
- Providing advice, counsel and brief services to workers seeking assistance related to employment.
- Assisting clients complete relevant applications and forms.
- Receiving and investigating case referrals from the offices of elected officials.
- Representing clients at administrative hearings.
- Preparing and presenting testimony on workers' rights issues.
- Providing attorneys with case and litigation support, including preparing detailed spreadsheets in complex wage and hour cases.
- Creating and updating community educational and training materials.
- Conducting community outreach and education, and training workers, community groups and other advocates on substantive law matters.
- Inputting and maintaining records in case management system.

**Requirements:**

- Fluency in Spanish sufficient to conduct an intake interview, draft correspondence and provide advice to clients, and handle client meetings and hearing appearances without the assistance of a translator or interpreter.
- Organized and capable of managing competing responsibilities.
- College degree.
- Excellent writing and communication skills.
- Excellent Excel skills.
- Willing to conduct trainings and staff clinics throughout the five boroughs of New York City, sometimes in the evening.
- A team player, able to work collaboratively yet independently.
- Paralegal and/or organizing experience a plus.

**Salary** is pursuant to a collective bargaining agreement.

Applicants should submit cover letter, resume and writing sample addressed to Maia Goodell, Supervising Attorney, and transmitted by e-mail to [mgoodell@mfy.org](mailto:mgoodell@mfy.org) with "Employment Rights Paralegal" in the subject line. Applications must be received by Friday, September 5, 2014. 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.