

August 21, 2014

**Job Announcement**  
**Legal Services Assistant (Housing 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 preserve decent and affordable housing for poor and working poor tenants through eviction defense, affirmative litigation, and policy advocacy. The legal services assistant will be part of a team that represents tenants in Housing Court; prosecutes federal Fair Housing and Fair Debt Collection Practices Act cases in the housing context; works in coalition with advocacy groups city- and state-wide on policy issues; analyzes and provides testimony on proposed housing-related legislation; conducts trainings for lawyers, community groups, non-legal professionals and tenants; and communicates regularly with elected officials and the media.

**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 tenants seeking assistance in housing and government benefits matters.
- Receiving and investigating case referrals from the offices of elected officials.
- Assisting *pro se* individuals in bringing actions to enforce housing standards and tenancy rights.
- Representing clients at administrative hearings.
- Preparing and presenting testimony on housing issues.
- Providing attorneys with case development and litigation support.
- Organizing trainings in MFY's core areas of practice.
- Conducting community outreach and education, and training tenants, community groups and other advocates on substantive law matters.
- Creating and updating community educational and training materials.
- Inputting and maintaining detailed records in office database.

**Requirements:**

1. Fluency in Spanish or a Chinese dialect 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.
2. Organized and capable of managing competing responsibilities.
3. College degree.
4. Excellent writing and communication skills.
5. Willing to conduct trainings and staff clinics throughout the five boroughs of New York City, sometimes in the evening.
6. A team player, able to work collaboratively yet independently.
7. Paralegal and/or organizing experience a plus.

Salary is pursuant to a collective bargaining agreement with excellent fringe benefits.

Applicants should submit a cover letter, resume and writing sample to Christopher Schwartz, Supervising Attorney, and transmitted by e-mail to [cschwartz@mfy.org](mailto:cschwartz@mfy.org) with “Housing 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.