



October 3, 2019

Job Announcement

Legal Services Assistant (Community Liaison) One-Year Temporary Position

Mobilization for Justice (formerly MFY Legal Services), a non-profit legal services organization that provides free civil legal services to low-income New Yorkers, is seeking a skilled professional to become its Legal Services Assistant (Community Liaison). Mobilization for Justice (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. This is a one-year, temporary position, designed as a demonstration project.

The Legal Services Assistant will report to the Deputy Director for Program and Development. This exciting role will (1) develop and oversee public awareness and education across New York City about MFJ's legal services; (2) cultivate and expand relationships with community-based organizations (CBOs) and City, State and other government officials throughout New York City and State; and (3) serve as MFJ's primary point person for referrals from government officials, CBOs and other outside entities or persons.

The Legal Services Assistant should be passionate about MFJ's mission, and be both enthusiastic and knowledgeable about managing and cultivating relationships with CBOs and elected officials. The person must have the ability to juggle multiple tasks and priorities in a fast-paced environment and have excellent interpersonal and communications skills.

Responsibilities include, but are not limited, to:

- Support and advance the mission and vision of MFJ.
- Cultivate, expand and manage relationships with CBOs and other community partners and their staffs. Schedule meetings accordingly. Organize and schedule legal trainings and clinics responsive to constituent needs.
- Cultivate, expand and manage relationships with New York City and State elected and government officials and their staffs. Organize and schedule legal trainings and clinics responsive to constituent needs.
- Receive, respond to, and follow up on referrals from elected and government officials, CBOs and other outside entities or persons.
- Identify and coordinate participation in community events, including liaising with MFJ attorneys and paralegals to ensure participation and visibility.
- Analyze MFJ data on our work in electeds' districts by Assembly, Senate and Council districts, among other criteria, using MFJ databases.



- Develop materials to support advocacy efforts, including project- or campaign- specific one-pagers, press releases, flyers announcing community events, monthly e-letters, among others.
- Create, update and package materials and flyers for trainings and lobbying.

Requirements:

- Demonstrated commitment to MFJ’s mission and values.
- Bachelor’s Degree with 2-4 years of experience in community work or community centered activities with a non-profit or government agency.
- Knowledge of CBOs and social service organizations in NYC, with an emphasis on Manhattan, Bronx and Brooklyn.
- Excellent interpersonal and communication skills.
- Excellent verbal and writing skills.
- Excellent judgment and discretion.
- Highly organized with strong attention to detail.
- Ability to work well independently, and as a member of a team of directors, attorneys, paralegals, tech and support staff.
- Ability to prioritize multiple tasks.
- Willingness to register as a lobbyist.

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

Applicants should submit a cover letter and resume addressed to Tiffany Liston, Deputy Director, Program and Development, and transmitted by e-mail to tliston@mfjlegal.org with “**Legal Services Assistant (Community Liaison)**” in the subject line. Applications must be received by October 21, 2019. Early applications are appreciated and interviews will be on a rolling basis. No telephone calls please.

For information about Mobilization for Justice, please go to 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.