

October 1, 2019

Job Announcement

Litigation and Intake Support – Housing Rights

One-Year Temporary Position

Mobilization for Justice (formerly MFY Legal Services), a non-profit legal services organization that provides a wide range of free civil legal services to low-income New Yorkers, is seeking a staff person to provide litigation and intake support to further MFJ's efforts to preserve decent and affordable housing for low income tenants, including families and single adults, through eviction defense, HP proceedings and affirmative litigation. The staff person will be part of a team that represents tenants in Housing Court, Supreme Court, and administrative proceedings as appropriate; works in coalition with advocacy groups city- and state-wide on policy issues; analyzes and provides testimony on proposed housing-related legislation; works with tenant groups and community organizations, including conducting trainings; and communicates regularly with elected officials and the media. The staff person will work at Mobilization for Justice's Bronx office.

Responsibilities include, but are not limited to:

- File with and retrieve documents, materials or other items from courts, government agencies, and other locations;
- Duplicate, collate, and distribute materials, as appropriate;
- Provide casehandlers with case development and litigation support, including communicating with clients; notarizing documents; conducting client home visits to reach homebound clients and assist with repair access dates, for example; investigating cases and helping with fact development, such as conducting interviews, taking photographs, collecting evidence, writing reports; and testifying as a fact witness at hearings, trials, administrative proceedings and similar situations.
- Provide support with client intakes and meetings;

Requirements:

- Fluent in Spanish.
- College degree.
- NYS Notary Public license or willingness to study and sit for the NYS Notary Public licensing examination.
- Experience working in a professional environment.
- Experience with low-income communities.
- Well-organized and capable of managing competing responsibilities.
- Ability to travel to client's homes, courts, agencies and other offices throughout New York City.

Salary is pursuant to a collective bargaining agreement.

Applicants should submit a cover letter, resume and writing sample addressed to Elise Brown, Director of Housing Litigation, and transmitted by e-mail to ebrown@mfjlegal.org with **“Litigation and Intake Support”** 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. Please indicate where you saw this ad. Applications must be received by October 21, 2019. Early applications are appreciated. Interviews will be conducted on a rolling basis. No telephone calls please.

For further information about MFJ, 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.