

August 18, 2014

## **Job Announcement Staff Attorney**

MFY Legal Services, Inc. (MFY), a non-profit legal services organization that provides free civil legal services to low-income New Yorkers, is seeking a staff attorney 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 attorney will be part of a team that represents tenants in Housing Court; prosecutes federal Fair Housing, 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; conducting legal research; drafting legal memoranda, advocacy letters and other legal papers; and litigating all phases of cases including drafting pleadings, engaging in motion practice, conducting trials, writing and arguing appeals and writing amicus briefs.
- Conducting outreach to the community, and training lawyers, community groups, non-legal professionals and tenants on the rights of tenants and related affordable and fair housing issues.
- Staffing off-site legal clinics.
- Identifying issues for impact or class-action litigation or policy initiatives, including white papers and legislative advocacy campaigns.
- Drafting white papers, conducting studies, presenting testimony, participating in and leading coalitions and advocacy campaigns related to tenants' rights, fair housing, and access to justice.
- Lobbying on issues of importance to tenants and to the affordable housing advocacy community.
- Inputting and maintaining records in case management system.

### **Requirements:**

- Admission to NYS Bar.
- Fluency in Spanish sufficient to conduct an intake interview, draft correspondence and provide advice to clients, and handle client meetings and court appearances without the assistance of a translator or interpreter.
- At least two years of experience representing tenants in New York City.
- Interest in affordable and fair housing issues as evidenced by a policy paper, testimony, systemic study, affirmative federal litigation, leadership role in a coalition or similar effort.
- Fluency with the RPAPL, RPL, HMC, RSL, NYC Administrative Code, NYCHA Rules, NYCCCA, CPLR, FHA, FDCPA and related statutes.
- Excellent research and writing skills.
- Ability to balance conducting intake, handling individual cases, working on affirmative litigation, and advocating for legislative or policy changes.
- Willing to register as a lobbyist with New York City and New York State.

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

Applicants should submit cover letter, resume and writing sample (preferably one that demonstrates the applicant's interest in affordable and fair housing issues) addressed to Elise Brown, Director of Litigation for Economic Justice, and transmitted by e-mail to [ebrown@mfy.org](mailto:ebrown@mfy.org) with "Housing Staff Attorney" in the subject line. Applications must be received by Monday, September 1, 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.