

July 17, 2012

### **Job Announcement - Supervising Attorney**

MFY Legal Services, Inc. (MFY), a 49-year old non-profit legal services organization that provides free civil legal services to low-income New Yorkers, is seeking an attorney to supervise its Workplace Justice Project. The supervising attorney will oversee a team of three lawyers who represent immigrant and low-income clients in federal and state courts and in administrative proceedings in employment and re-entry matters, including class action litigation; work in coalition with advocacy groups city- and state-wide on policy issues; analyze and provide commentary and testimony on proposed legislation; develop reference materials and advocacy tools; and conduct trainings for lawyers, community groups and staff of elected officials.

MFY is a 50-person organization comprised of attorneys, paralegals, social workers and support staff. It is a diverse, unionized, and collegial workplace. For information, see [www.mfy.org](http://www.mfy.org).

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

- Supervise three attorneys litigating unpaid wage claims, unemployment matters, re-entry issues, among other employment matters. Train new staff and supervise more senior staff in substantive law. Oversee drafting of complaints, motions, and appeals.
- Supervise outreach to ensure reaching client communities; strengthen and further develop relationships with community partners and funders; supervise training of lawyers, community groups and others.
- Identify issues for impact or class action litigation or policy initiatives, including white papers and legislative advocacy campaigns.
- Advocate on issues of importance to the workers' rights community.
- Maintain records in office database.
- Work with the management team to address general office needs, such as preparing CLE training materials, contract management, fundraising and other administrative tasks.

**Requirements:** Experience supervising staff of varying levels of experience. Knowledge of New York Labor Law, Fair Labor Standards Act, Unemployment Insurance matters and Re-Entry issues; knowledge of Family Medical Leave Act and employment discrimination a plus. Experience conducting trials and hearings. Excellent research and writing skills. Well organized, highly responsible and capable of supervising staff while managing a small caseload. Leadership, teambuilding and mentoring skills. Ability to work in coalition. Experience with grants management a plus. Spanish or other language skills a plus.

**Salary:** Commensurate with experience and consistent with agency salary structure.

Applicants should submit cover letter, resume and writing sample (preferably a memorandum of law) addressed to Jeanette Zelhof and transmitted by e-mail to [jzelhof@mfy.org](mailto:jzelhof@mfy.org) with "WJP Supervising Attorney" in the subject line. Applications must be received by noon on Wednesday, July 25, 2012. Early applications are appreciated. No telephone calls please.

**MFY IS AN EQUAL OPPORTUNITY EMPLOYER**