

April 11, 2016

**Job Announcement  
Organizer/ Legal Services Assistant (Housing 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 an organizer/paralegal to work with MFY's Three-Quarter House Project. MFY provides legal services and support to tenants of three-quarter houses, which are apartment buildings and 2- and 3-family houses that rent out shared rooms. While three-quarter houses often claim to provide programs and supportive services for their tenants, in fact they rarely provide any and instead are characterized by poor physical conditions, overcrowding, an abusive environment, and illegal evictions.

The Tenant Organizing Project (TOP) is a key component of MFY's work with three-quarter house tenants. TOP is a grassroots organization made up of three-quarter house tenants fighting for changes to the policies that give rise to abusive and exploitive living conditions. TOP has conducted successful organizing campaigns including: winning a commitment from the NYPD to enforce tenants' rights in illegal evictions; improving living conditions in housing across the city; forcing the payment of state benefits wrongly withheld from hundreds of tenants; and the creation by the city of a Task Force on Three-Quarter Housing that has helped hundreds of tenants move to safer, more stable housing.

The Organizer/Paralegal will serve as a tenant organizer for TOP and will provide paralegal support to the attorneys in the Three-Quarter House Project.

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

- Identifying and recruiting potential tenant leaders through community outreach and base-building activities;
- Developing tenant leadership through trainings, education, and regular one-to-one meetings;
- Organizing and facilitating tenant meetings, usually at community-based organizations or out in the field;
- Working with tenant leaders to translate their experiences and problems into organizing issues;
- Working with tenant leaders to develop and carry out strategic issue campaigns to change policy and improve living conditions.
- Conducting client intake in person, on the telephone, and at community-based organizations;
- Providing advice, counsel, and brief services to tenants seeking assistance in housing and government benefits and other matters, and assisting *pro se* tenants bring actions to enforce housing standards and tenancy rights;
- Conducting outreach and education to other community-based organizations, service providers, and government agencies;
- Creating and updating educational material;
- Preparing and presenting testimony to administrative agencies and legislative bodies;
- Inputting and maintaining detailed records in office database.

**Requirements:**

1. Fluency in Spanish sufficient to conduct an intake interview, draft correspondence and provide advice to clients, and handle client meetings without the assistance of a translator or interpreter.
2. Experience working with very low-income communities.
3. College degree.
4. Demonstrated commitment to building the power of low-income and marginalized people for social, racial, and economic justice.
5. Experience with community-based organizing and/or advocacy strongly preferred.
6. Well-organized and capable of managing competing responsibilities.
7. Willing to conduct trainings, clinics, and tenant meetings throughout New York City, sometimes outside of usual business hours.
8. Excellent writing and communication skills.

Salary is pursuant to a collective bargaining agreement.

Applicants should submit cover letter, resume and writing sample addressed to Michael Grinthal, Supervising Attorney, and transmitted by e-mail to [mgrinthal@mfy.org](mailto:mgrinthal@mfy.org) with “Organizer/ Legal Services Assistant (Paralegal)” in the subject line. Applications must be received by April 22, 2016. Early applications are appreciated. Interviews will be conducted on a rolling basis. 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.