



IMMEDIATE JOB OPENING QUEENS LEGAL SERVICES SEEKS DEPUTY DIRECTOR FOR ITS HOUSING RIGHTS PROJECT

Queens Legal Services (QLS) seeks a Deputy Director to join our Housing Rights Project (HRP) in a vibrant community-based civil legal advocacy organization in Queens.

About Us

Founded in 1967, QLS seeks equal access to justice for all low-income residents of Queens through a range of legal advocacy, education and community partnerships. We provide free legal counseling, representation and referrals in civil matters involving the essentials of life including housing, public and disability benefits, domestic violence prevention, consumer and homeowner protections, access to education and employment rights to eligible low-income individuals and families. We work with our clients and partners to identify and address root causes for systemic inequalities in Queens and throughout New York City. We provide civil legal services from our Community Law Center (Center) in Jamaica and at the Queens Family Justice Center (QFJC) where we are the founding on-site community partner. We are part of a network of local programs that make up Legal Services NYC (LSNYC), the largest free civil legal services provider in the United States.

Responsibilities

The Deputy Director will join a vibrant practice in the heart of Southeast Queens, serving low-income tenants throughout the borough. The Deputy Director will work with the Director in managing the attorneys and paralegals in the practice, which serves the entire borough of Queens. We are looking for candidates who are creative litigators and who are comfortable working in a fast-paced environment on housing-related matters, including landlord/tenant actions, eviction defense and affirmative litigation on behalf of tenants. Responsibilities include directly supervising several housing attorneys and staff, representing clients in the full range of housing matters handled by the HRP and supporting its day-to-day functioning. The Deputy Director will oversee a committed team of attorneys and staff representing low-income and elderly Queens residents in housing matters and will be expected to work closely with tenant organizers, tenant associations, and community partners to identify and address housing needs. The Deputy Director will work closely with the Director and Deputy Unit Director to shape the direction of the HRP, develop and strengthen relationships with partner community based organizations, handle administrative and grant responsibilities and identify systemic housing-related trends that could be affected by

strategic litigation. The Deputy Director will be expected to oversee and conduct weekly, evening and weekend outreach and off-site intake with our partners. S/he will also be expected to support litigation and advocacy on a range of issues, coordinate building-wide and community-based litigation, and organize community education outreach and related initiatives. The Deputy Director will supervise regular appearances in civil, supreme, and federal court and administrative proceedings, review draft pleadings, motions, and court submissions, and support the filing of affirmative cases on behalf of tenants and tenant groups.

Experience and Qualifications

We seek an attorney admitted to the New York State Bar with:

- A demonstrated passion for social justice and commitment to working with immigrant communities, communities of color and low-income communities to advance equity;
- Excellent analytical, research and writing skills;
- Demonstrated experience with housing advocacy, in particular landlord/tenant litigation, including trial and affirmative litigation in state court;
- Strong interpersonal, communication, time management and organizational skills;
- Enthusiasm for and experience with developing partnerships with community-based advocates and organizations;
- A facility working with software technology and proficiency in the entire MS Office suite;
- Experience with LegalServer or other case management systems (preferred); and
- Fluency or strong proficiency in Spanish, Mandarin, Cantonese, Bengali or Korean (preferred).

How to Apply

Applicants should **email** a cover letter, resume, names of three references and two recent writing samples to jobs@queenslegalservices.org. Please write “**Deputy Director Housing Rights Project**” in the subject line of the email. Only candidates selected for interviews will be contacted. No telephone calls please.

Salary is commensurate with experience. Benefits include excellent health and dental insurance, an employer contribution to a pre-tax 403(b) pension plan, and generous leave time.

QLS is an equal opportunity employer. It is an organization committed to race, gender and economic justice in our work and within our workplace. Staff at QLS are members of the LSSA/NOLSW UAW Local 2320. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people over the age of 40 are welcome and encouraged to apply.

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