



## **IMMEDIATE JOB OPENING QUEENS LEGAL SERVICES SEEKS A STAFF ATTORNEY FOR ITS LGBTQ/HIV ADVOCACY PROJECT**

Queens Legal Services (QLS) seeks a staff attorney to help grow our LGBTQ/HIV Advocacy Project.

### 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.

The LGBTQ/HIV Advocacy Project is a general practice unit designed to provide comprehensive legal services in a single location for people living with HIV/AIDS and the LGBTQ community. The Project provides representation in a broad-range of civil legal needs including housing preservation, accessing public assistance, social security and other benefits, identity documents, immigration, family and consumer law. The Project also files affirmative litigation challenging discrimination and other systemic abuses faced by the LGBTQ and HIV-affected communities and collaborates extensively with other LGBTQ Units citywide.

### Responsibilities

The staff attorney will be responsible for litigation, advocacy, and community outreach and education throughout Queens and in other boroughs when collaborating with our community partners. There is a significant community outreach component to the work, including doing client intake at regular evening outreach clinics, training community members and social services providers, and establishing relationships with community-based organizations and governmental entities that serve PLWHA and LGBTQ populations. The staff attorney will represent clients in a number of courts, primarily

housing court, and in administrative proceedings, such as immigration interviews and Social Security disability hearings. The staff attorney will also have opportunities to do affirmative and anti-discrimination litigation and advocacy. The staff attorney will make home and hospital visits to meet with clients with some regularity.

#### 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, low-income communities and HIV-affected and LGBTQ communities in particular, to advance equity;
- Excellent analytical, legal research and writing skills and a strong interest in litigation;
- Demonstrated sensitivity to and knowledge and understanding of specific challenges facing the HIV-affected and LGBTQ communities;
- Experience in landlord-tenant, immigration and state and federal benefits advocacy preferred;
- Strong interpersonal, communication, time management and organizational skills;
- Enthusiasm for and experience with developing partnerships with community-based advocates and organizations and conducting outreach in low-income neighborhoods;
- 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 (preferred).

#### How to Apply

Applicants should **email** a cover letter, resume, names of three references and two recent writing samples to [jobs@queenslegalservices.org](mailto:jobs@queenslegalservices.org). Please write “**LGBTQ/HIV Attorney**” 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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