



**IMMEDIATE JOB OPENING  
QUEENS LEGAL SERVICES SEEKS  
A STAFF ATTORNEY FOR LEGAL HAND**

Queens Legal Services (QLS) seeks a full-time staff attorney to coordinate Legal Hand Queens, a storefront community legal resource center operated in partnership with the Center for Court Innovation (CCI). Legal Hand is one of the Access to Justice Initiatives implemented by NYS Court’s Permanent Commission on Access to Justice. Legal Hand currently operates in Queens, Bronx and Brooklyn. <http://www.legalhand.org>

The Queens Legal Hand site is staffed by an on-site administrative manager from CCI and a staff attorney from Queens Legal Services. The attorney will work with the site manager to train and support community volunteers, serve as a resource to the volunteers who provide legal information and referrals, develop programs, and participate in community outreach events. The position will include some evening and weekend hours. The attorney will also develop community legal resource workshops, and work closely with community-based organizations, faith-based networks and social service agencies to organize and lead programs in areas such housing, family law, immigration, employment, consumer law, public benefits programs, and more.

**Experience and Qualifications**

We seek a candidate with the following:

- A demonstrated passion for social justice and commitment to working with low-income communities and communities of color to advance equity;
- 3+ years’ experience in civil legal services, such as housing, public benefits, family law, immigration and/or related advocacy;
- Excellent writing, communication, time management and presentation skills;

- Enthusiasm to teach and make legal information accessible to people facing legal issues, community volunteers and advocates;
- Enthusiasm for partnering with community-based advocates and organizations;
- Experience working with diverse communities;
- Ability to work some evening and weekend hours;
- Bilingual in English and Spanish strongly preferred.

### **About Us**

Founded in 1967, the mission of QLS is to fight poverty and seek racial, social and economic justice. We do this through a range of legal advocacy, education and community partnerships. We provide free legal advice, representation and referrals in civil matters to eligible low-income individuals and families, and we work with our clients and partners to identify and address root causes of systemic inequalities in Queens and throughout New York City. We are part of a network of local programs that make up Legal Services NYC, the largest free civil legal services provider in the United States.

QLS is an equal opportunity employer. We are committed to race, gender and economic justice in our work and within our workplace. 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.

QLS is part of the Legal Services NYC network and provides competitive salary and benefits. Our staff are members of the LSSA/NOLSW UAW Local 2320.

### **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 "Legal Hand Attorney" in the subject line of the email. Only candidates selected for interviews will be contacted. No telephone calls please.

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