



JOB ANNOUNCEMENT: DEPUTY DIRECTOR, HOUSING UNIT, TENANT RIGHTS COALITION,

MANHATTAN LEGAL SERVICES, a part of Legal Services NYC, is seeking a dynamic and experienced attorney to serve as a Deputy Director working with our Housing Unit’s Tenant Rights Coalition. This position will involve helping to lead an established and growing tenants’ rights initiative that focuses on supporting communities facing rapid displacement.

We seek candidates who are excited to work in a fast-paced environment and to use creative strategies in the pursuit of justice. The Deputy Director will be part of our housing unit supervision team under the supervision of our Housing Unit Director, overseeing the work of attorneys and paralegals as well as working closely with tenant organizers, tenant associations and community partners to identify and address housing needs.

Manhattan Legal Services is part of Legal Services NYC (LSNYC), the largest provider of free civil legal services for low-income people in the country. The Manhattan office is dedicated to providing high quality legal services in the areas of housing, family law, public benefits, employment, immigration, and consumer, education, and disability rights. We work in partnership with community-based organizations in the low-income communities we serve to address.

The responsibilities of the Deputy Director will include managing and supervising this exciting anti- displacement project, helping to develop and file affirmative litigation, representing tenants and tenant organizations in court, co-counseling complex cases, managing grants, and collaborating with community-based organizations.

Candidates must be admitted to the New York State Bar or eligible to waive in with:

- A demonstrated passion for social justice and a commitment to working with low-income communities and communities of color to advance equity;
- At least 4 years’ experience providing civil legal services to low income people or comparable relevant experience;
- At least 3 years’ experience in housing, landlord/tenant, or related advocacy required;
- Excellent analytical, writing, and communication skills;
- Strong organizational skills and ability to supervise a diverse, fast paced, and high volume case load;
- Excellent leadership skills;
- Background in organizing or demonstrated interest for partnering with community-based advocates and organizations including an ability to communicate effectively with individuals from diverse backgrounds;
- Strong cultural or personal ties to the communities we serve preferred; and
- Fluency or proficiency in Spanish is helpful, but not required.

Interested applicants should send a cover letter, resume, writing sample and three references by email to jobpostingsmls@mls.ls-nyc.org. Please put “Deputy Director” in the subject line.

NO TELEPHONE CALLS PLEASE

Manhattan Legal Services is an Equal Opportunity Employer. People of color, women, people with disabilities, gay, lesbian, bisexual, transgender persons, and persons over 40 are welcome and are encouraged to apply.

Bar Associations and other organizations: Manhattan Legal Services seeks and welcomes your recommendations for candidates who meet the foregoing qualifications and, in addition, requests that you or your organization encourage such candidates to apply.

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