



**IMMEDIATE JOB OPENING  
QUEENS LEGAL SERVICES SEEKS  
DIRECTOR OF LITIGATION**

**Queens Legal Services (QLS)** seeks a dynamic and experienced attorney to serve as Director of Litigation. QLS is part of Legal Services NYC (LSNYC), the largest provider of free civil legal services for low-income people in the country. We are dedicated to providing high quality legal services in the areas of housing, family law, public benefits, employment, consumer, education, immigration, LGBTQ, and disability rights. We have special units serving particular vulnerable populations including domestic violence victims, veterans, people with HIV, and people with disabilities. We are committed to working in partnership with community-based organizations in the low-income communities we serve in order to address root causes of poverty and seek racial, social and economic justice. This is an exciting opportunity for a skilled and motivated leader and attorney.

The responsibilities of the Director of Litigation will include:

- Supervising, coordinating and/or providing substantive support on all complex, multi-plaintiff and impact litigation cases in close collaboration with all unit directors at QLS and the litigation director of LSNYC;
- Working with staff in multiple practice areas to identify affirmative systemic litigation, especially involving issues of racial and economic justice;
- Empowering others to manage and lead complex advocacy;
- Working as a leader to support lawyers new to a particular field or new to practice;
- Working with other supervisors to streamline cross-disciplinary litigation and litigation supervision in the office, improving models for issue spotting across practice areas and developing internal skills and expertise; and
- Assisting the Project Director and Unit Directors with program development and new initiatives.

Applicants must have the following qualifications:

- At least 8 years of experience in litigation;
- A track record of developing and litigating complex cases, including appellate and federal court litigation and a comfort with engaging in complex motion practice, negotiations, discovery and trial work;
- Experience providing civil legal services to low income people or comparable relevant experience;
- Excellent legal writing, litigation and advocacy skills;
- Excellent interpersonal skills and a demonstrated ability to work in litigation teams;
- A demonstrated commitment to diversity, equity and inclusion;

- An ability to communicate effectively with individuals from diverse backgrounds;
- An ability to practice and teach community lawyering and work effectively with community-based organizations; and
- Admission to the bar of the State of New York or current eligibility for admission.

Interested applicants should send a cover letter, resume, two writing samples and three professional references by email to [jobs@queenslegalservices.org](mailto:jobs@queenslegalservices.org). Please put “**Director of Litigation**” in the subject line.

NO TELEPHONE CALLS PLEASE

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.

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

Bar Associations and other organization: Queens 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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