



JOB ANNOUNCEMENT: STAFF ATTORNEYS, HOUSING UNIT

MANHATTAN LEGAL SERVICES seeks at least five staff attorneys to work in our Housing Unit. This office is part of Legal Services NYC, 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, education, consumer, immigration and disability rights, with special units serving particular vulnerable populations including domestic violence victims and people living with HIV. We are committed to working in partnership with community-based organizations in the low-income communities we serve in order to address the causes of poverty.

The Housing Unit represents low-income clients in many different forums, including defending tenants in eviction proceedings in Housing Court and Supreme Court, representing tenants at administrative hearings, bringing affirmative litigation and handling appeals at all levels.

Responsibilities include providing legal advice and counseling; case investigation; drafting legal documents; direct representation of clients in Housing and Supreme Court and administrative proceedings; filing affirmative litigation and appeals; and working closely with community-based organizations, as well as periodic evening and weekend outreach.

Applicants must have a J.D. from an accredited law school and excellent advocacy, litigation, analytic, writing, and leadership skills. All levels of experience are welcome and encouraged to apply. Candidates must be able to communicate effectively with individuals from diverse backgrounds, conduct community outreach in low-income neighborhoods and demonstrate a commitment to social justice and working in low-income communities and communities of color to advance equity. Two positions require Spanish language proficiency; for the others, Spanish or Chinese language proficiency is preferred, but not required. Salary is determined by a collective bargaining agreement based on year of graduation.

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

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 organization: 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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¹ Initial post: 9/27/18