

Manhattan Legal Services seeks a staff attorney to work on the Tenants' Rights Coalition team of our Housing Unit.

About Us:

MANHATTAN LEGAL SERVICES seeks a staff attorney to work on the Tenants' Rights Coalition team of 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 survivors, LGBTQ community members, and people living with HIV. We are committed to working in partnership with community-based organizations in order to address the causes of poverty.

The Housing Unit represents clients in many different forums, including defending tenants in eviction proceedings in Housing Court and Supreme Court, representing tenants at administrative hearings, and bringing affirmative litigation and handling appeals at all levels. The attorney will join the anti-displacement work of our Tenants' Rights Coalition team, focused on supporting New York City's communities facing rapid gentrification. The position is for a permanent staff attorney position in our Inwood office and TRC unit.

Responsibilities:

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.

Experience & Qualifications:

- J.D. from an accredited law school;
- Admitted to the New York State Bar, eligible for reciprocal admission, or law graduate who has passed the New York bar or is registered to sit for the next bar examination;
- Excellent advocacy, litigation, analytic, writing, and leadership skills;
- Ability to communicate effectively with individuals from diverse backgrounds and to conduct community outreach in low-income neighborhoods;
- Demonstrated commitment to diversity, equity and inclusion;
- Demonstrated commitment to social justice and working in low-income communities and communities of color to advance equity; and,
- Spanish language proficiency is preferred.

Health Recommendation

All employees are strongly encouraged to continue to receive and maintain up-to-date Covid-19 vaccinations unless they are unable to for medical or religious reasons.

How to Apply:

Salary is determined by a collective bargaining agreement based on year of graduation from law school. All levels of experience are welcome.

Interested applicants should send a cover letter, resume, writing sample and three references by email to jobpostingsmls@lsnyc.org. Please put "TRC Housing Attorney" in the subject line.

Manhattan Legal Services is an Equal Opportunity Employer. People of color, women, people with disabilities, gay, lesbian, bisexual, and 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.

Salary Range (Based on years' experience):

- 1-10 years: \$73,593 - \$96,664
- 11-20 years: \$98,875 - \$116,730
- 21+ years: \$122,117 - \$133,304