

Manhattan Legal Services (MLS) seeks a Deputy Director to join the dynamic leadership team of a community-based legal advocacy center with over 100 advocates and a \$15 million annual budget. The Deputy Director will work closely with the MLS Project Director to assist the Project Director in all aspects of the leadership and management of the program.

#### Our Organization:

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, consumer, LGBTQ, and disability rights. We work in partnership with community-based organizations in the communities we serve to address the causes of homelessness, hunger, and family disintegration. This is an exciting opportunity for a skilled and motivated leader and attorney.

#### Role & Responsibilities:

The Deputy Director would collaborate with the Project Director and Director of Litigation to implement a vision of high-quality, high-impact legal services with a community-lawyering perspective to fulfill our mission of fighting poverty and seeking racial, social, and economic justice. Primary responsibilities would include:

- Providing supervision, guidance, and support to one or more of MLS's legal work directors;
- Leading MLS's legislative outreach efforts by deepening relationships with elected officials and community groups and, in partnership with the Director of Litigation, overseeing broader legislative advocacy efforts;
- Leadership of special projects;
- Overseeing pro bono efforts, including deepening relationships with pro bono partners;
- Partnering with LSNYC's communication department to increase the volume and effectiveness of our external communications such as social media

#### Experience & Qualifications:

Qualifications include:

- Lawyer admitted to the New York Bar or eligible for admission.
- At least ten years of experience in legal services or similar settings is preferred with a minimum of eight years of legal services experience required.
- Depth and breadth of experience in developing and managing individual and systemic litigation and advocacy, including the supervision of lawyers at all levels of experience.
- Vision for legal services practice that addresses systemic poverty, race, and justice issues.
- A demonstrated passion for social justice and extensive experience working with low-income communities and communities of color to advance equity.
- Understanding of and demonstrated commitment to community lawyering.
- Demonstrated commitment to diversity, equity, inclusion, and belonging including a belief in and ability to foster a diverse workplace.
- Excellent interpersonal skills.
- Collaborative, inclusive, and respectful style of leadership with an ability to build consensus.
- Familiarity with the communities we serve.
- Advocacy experience in one or more of the areas relevant to MLS practices, such as housing, family law, immigration, public benefits, LGBTQ/HIV advocacy, education, disability and/or race, gender, civil rights, and economic justice.

#### 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

We welcome and encourage applications from candidates of color, women, people with disabilities, gay, lesbian, bisexual and transgender people.

Interested individuals should email a cover letter, resume and writing sample to [jobpostingsmls@lsnyc.org](mailto:jobpostingsmls@lsnyc.org) with the subject line "Deputy Director."

Salary Range: \$112,000-\$178,000