

Bronx Legal Services, a program of Legal Services NYC, seeks a Paralegal to work in our Housing Unit's Tenants Rights Coalition (TRC) as part of a team working on anti-displacement advocacy work in the Bronx, focused on supporting Bronx communities facing significant housing needs in light of rapid and potentially disruptive neighborhood changes and gentrification.

We seek a candidate who is excited to work in a fast-paced environment with housing advocates focusing on preserving affordable housing for low-income communities through representation of tenants in group cases, Housing Court eviction proceedings, other litigation and advocacy, and collaboration with community-based organizations. The Paralegal will be expected to work closely with tenants, lawyers, tenant organizers, tenant associations and community partners. Regular evening outreach and occasional weekend outreach will be necessary.

The Paralegal will be involved in many aspects of the work of the TRC, including conducting community education and outreach at off-site locations, advocating for tenants in administrative forums, providing litigation support in multi-plaintiff cases, and researching and investigating slumlords. The Paralegal will also assist in the administrative work of the TRC which includes screening tenants for eligibility for our services, coordinating follow-up services including appointments, referrals, drafting client correspondence as well as interpreting

Experience & Qualifications:

- Experience working with diverse low-income communities;
- Experience working with administrative agencies such as the Division of Homes and Community Renewal;
- Excellent computer skills;
- Excellent interviewing, writing, research, and communication skills;
- College degree or equivalent experience preferred;
- Experience entering and tracking information in electronic formats and running reports;
- Proficient in Microsoft Office Suite;
- Strong organizational skills;
- Experience with housing law or landlord/tenant issues is a plus; and
- Bilingual in English and Spanish preferred.

Salary is based on a collective bargaining agreement. Benefits include excellent health and dental insurance, an employer contribution to a pre-tax 403(b) pension plan, and generous leave time.

To apply for the position, send a cover letter, resume, names of three references, and one recent writing sample via e-mail to: Sandra Sanchez, ssanchez@lsnyc.org.

The e-mail should include "Paralegal, Housing TRC" in the subject line. Only candidates selected for interviews will be contacted. No telephone calls.

Bronx Legal Services is an equal opportunity and affirmative action employer. People of color, women, people with disabilities, gay, lesbian, and transgender people are all welcome and encouraged to apply.

Please note, all employees are strongly encouraged to continue to receive and maintain up-to-date Covid vaccinations unless they are unable to for medical or religious reasons.

Salary Range (Based on years' experience):

• 1-10 years: \$50,991 - \$62,993

• 11-20 years: \$64,004 - \$72,651

• 21+ years: \$75,404 - \$82,266