Brooklyn Legal Services seeks a paralegal advocate to join its Tenant Rights Coalition. The position will be located in our Brownsville office. Brooklyn Legal Services, part of Legal Services NYC, provides high-quality, innovative representation to address the pressing legal needs of Brooklyn's diverse low-income population. BLS focuses on the problems that have the greatest impact on our clients—preserving affordable and decent housing, maintaining income support, redressing abusive lending and consumer practices, promoting family stability and mitigating the effects of domestic violence, and advocating for the disabled.

Our housing practice focuses on preserving affordable housing in Brooklyn for low- to moderate-income tenants, with the goal of staving off gentrification and preventing the displacement of communities that have anchored Brooklyn neighborhoods for generations. We achieve this goal through a blend of individual defense work and systemic affirmative litigation. In addition to the thousands of Housing Court proceedings we defend individual tenants against every year, we also actively seek out opportunities to protect buildings from deregulation by combating fraudulent MCI and IAI applications at DHCR, challenging rent overcharges in Supreme Court, bringing group HPs against landlords to obtain repairs for tenants, and filing affirmative litigation based on the FHA, ADA, and State and City Human Rights Law to stop racist and other discriminatory practices by landlords. We have deep ties to tenant organizing groups in the communities we serve and work hand-in-hand with them to ensure that our practice reflects the needs and desires of these communities.

**Experience and Qualifications**

The paralegal will be responsible for assessing clients eligibility for public benefits and housing subsidies, individual case advocacy, including obtaining rental arrears grants and other benefits advocacy, and providing advice and referrals to clients under the supervision of an attorney. The paralegal may also conduct community education and outreach. Occasional evening and weekend outreach may be necessary.

Qualifications include:

- A demonstrated passion for social justice and a commitment to working with low-income communities and communities of color to advance equity;
- Excellent interviewing, writing, and communication skills;
- Experience working with low-income people;
- Excellent organizational skills and strong facility with numbers;
- Experience with housing and public benefits advocacy strongly preferred;
- Experience navigating agency bureaucracy, particularly the Human Resources Administration, strongly preferred.
- Fluency or strong proficiency in Spanish, Russian, Haitian-Creole, Mandarin, or Cantonese strongly preferred.
- Skill with Microsoft Word, Excel, and Outlook, internet research and a willingness to learn and adapt to new technologies.

**How to Apply**

Applicants should send a cover letter, resume, and two writing samples to bkhiring@sbls.org. Please write "Housing Paralegal Advocate" in the subject line of the email.

Salary and benefits are determined by the LS-NYC Collective Bargaining Agreement.

Legal Services NYC is an equal opportunity employer. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people over the age of 40 are strongly encouraged to apply.

Job # 70_2018; Posted: 7/26/18