

Manhattan Legal Services, a part of Legal Services NYC, is seeking dynamic and committed attorneys to serve as supervisors (either as Supervising Attorneys or Deputy Directors, depending on level of experience and interest) in our General Housing Unit.

#### 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, education, and disability rights, and LGBTQ/HIV advocacy. 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 skilled and motivated leaders and attorneys.

#### Responsibilities:

We seek candidates who are excited to work in a fast-paced environment and use creative strategies in the pursuit of justice. The supervisors will work with the Housing Unit Director and co-supervisors to shape the direction of the Housing Unit, develop and strengthen relationships with partner community-based organizations, handle administrative and grant responsibilities and identify systemic housing-related trends for strategic litigation. The responsibilities will also include handling and supervising the representation of tenants in housing court, administrative proceedings, affirmative litigation and appeals; helping to develop and file affirmative litigation; and co-counseling complex cases.

#### Experience & Qualifications:

Candidates must be admitted to the New York State Bar with:

- A demonstrated passion for social justice and a commitment to working with low-income communities, including communities of color and LGBTQ+ communities, to advance equity;
- A minimum of 3 years'™ experience providing civil legal services to low-income people or comparable relevant experience for a Supervising Attorney position, and 5 years'™ experience for a Deputy Director position;
- At least 2 years'™ experience in housing, landlord/tenant, or related advocacy for a Supervising Attorney, and 3 years'™ experience for a Deputy Director;
- At least 2 years of supervision experience for a Deputy Director;
- Excellent analytical, writing, and communication skills;
- Strong organizational skills and ability to supervise a diverse, fast-paced, and high-volume caseload;
- Excellent leadership skills;
- An ability to communicate effectively with individuals from diverse backgrounds;
- Demonstrated commitment to Diversity, Equity, Inclusion and Belonging issues;
- Strong cultural or personal ties to the communities we serve preferred; and,
- Fluency or proficiency in Spanish, a Chinese dialect or other languages prevalent in the communities we serve is helpful, but not required.

#### 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

Interested applicants should send a cover letter, resume, writing sample and three references by email to [Thonan@lsnyc.org](mailto:Thonan@lsnyc.org). Please put "Housing Supervisor" or "Deputy Director" in the subject line.

Manhattan Legal Services is an Equal Opportunity Employer. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people 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): \$100,000 - \$160,000