Queens Legal Services (QLS) seeks a full-time staff attorney for its Access to Education Project to start immediately.

Our Organization:

Queens Legal Services (QLS) is part of Legal Services NYC (LSNYC), the largest provider of free civil legal services for low-income people in the country. Founded in 1967, QLS seeks equal access to justice for all low-income residents of Queens through a range of legal advocacy, education, and community partnerships. We provide free legal counseling, representation, and referrals in civil matters involving the essentials of life including housing, public and disability benefits, domestic violence prevention, consumer and homeowner protections, access to education, and employment rights to eligible low-income individuals and families. We work with our clients and partners to identify and address root causes for systemic inequalities in Queens and throughout New York City.

Role & Responsibilities:

The QLS Access to Education Project represents dozens of children each year in special education and discipline proceedings, working closely with families to ensure their children get the educational supports they need. The staff attorney hired for this particular position will also spend a portion of their time working with our Disability Advocacy Project (DAP) to help educate clients with disabilities to secure SSI or other benefits for which they may be eligible. All advocates are expected to develop strong relationships with community-based organizations to provide legal information and advice to families of children with disabilities and communities targeted by the school-to-prison pipeline, including people of color and immigrant communities throughout Queens.

Experience & Qualifications:

- Must have a J.D. from an accredited law school and be admitted to practice in New York;
- 2-3 years of experience in litigation or administrative proceedings preferred;
- A demonstrated passion for social justice and commitment to working with immigrant communities, communities of color, and low-income communities to advance equity;
- Excellent analytical, research, and writing skills;
- Strong interpersonal, communication, time management, and organizational skills;
- Enthusiasm for and/or experience developing partnerships with community-based advocates;
- Strong teamwork skills and interest in working collaboratively with others in the unit or within other units in QLS;
- Ability to work with software technology and proficiency in the entire MS Office suite;
- Experience with LegalServer or other case management systems (preferred);
- Fluency or strong proficiency in Spanish, Mandarin, Cantonese, Bengali, or Korean 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

Applicants should email a cover letter, resume, names of three references, and one recent writing sample to jobs@queenslegalservices.org. Please write “Education Attorney” in the subject line of the email. Only candidates selected for interviews will be contacted. No telephone calls, please.

QLS is an equal opportunity employer and is committed to race, gender, and economic justice in our work and within our workplace. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people over the age of 40 are welcome and encouraged to apply. QLS is a part of the Legal Services NYC network and provides competitive salaries and benefits in accordance with the Legal Services NYC Collective Bargaining Agreement. Our staff are members of the LSSA/NOLSW UAW Local 2320.

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