Manhattan Legal Services (MLS), a part of Legal Services NYC, is seeking a dynamic and committed lawyer to serve as a Courthouse Deputy Director position in the housing unit at MLS.

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 program is dedicated to providing high-quality legal services in the areas of housing, family law, public benefits, employment, immigration, LGBTQ/HIV advocacy, consumer, education, 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:

We seek experienced candidates who are excited to work in a fast-paced environment and use creative strategies in the pursuit of justice. The courthouse deputy director will work with the Housing Unit director, Tenant’s Rights Campaign (TRC) director, and Right to Counsel (RTC) director to develop, strengthen, and execute supervision and training needs in the housing unit. The courthouse deputy director’s responsibilities will include supervising and covering housing court appearances, second-seating arguments, and trials, developing training materials and samples, integrating technology into the housing practice, leading unit-wide meetings, handling complex cases, and identifying systemic housing-related trends for strategic litigation. The deputy director may also handle administrative and grant reporting responsibilities.

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 5 years’ experience providing civil legal services to low-income people, or comparable relevant experience;
- At least 5 years’ experience in housing and landlord/tenant law;
- 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 jobpostingsmls@lsync.org. Please put “Courthouse 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: $112,000 - $178,000 (based on years of experience)