

Legal Services NYC (LSNYC) seeks numerous public benefits paralegals to work in our neighborhood-based offices assisting clients who face housing instability or eviction.

Our Organization:

Legal Services NYC (LSNYC) is the largest provider of free civil legal services in the country. Our mission is to advance society's promise to its most vulnerable members: that they are entitled to equal access to our legal system. For over 50 years, we have provided civil legal services that help our clients meet their essential needs and have challenged the systemic injustices that keep them poor.

LSNYC prides itself on its Diversity, Equity, Inclusion, and Belonging (DEIB) efforts. As a social justice organization, we are committed to fighting for a workplace that is as diverse, equitable, and inclusive as possible for everyone. Our DEIB committee and numerous affinity groups work to foster collegial relationships among staff and allow staff to explore and advocate for racial justice and anti-oppression growth within our organization and through our legal work. All employees are expected to learn about, seek to understand, and work to realize our DEIB goals.

Our Housing and Public Benefits Practices:

The Right to Counsel ("RTC") law was passed in 2017 after a successful tenant-led campaign by tenant organizers, advocacy groups and legal services organizations. The law provides income-eligible tenants who are sued for eviction in housing court with the right to an attorney to defend their case.

LSNYC's RTC Unit focuses on implementing right to counsel, providing zealous tenant representation to low-income New Yorkers in housing court. Through our community lawyering approach, RTC attorneys work with clients to defend eviction proceedings, stabilize their housing, and remain in their neighborhoods.

Many of our housing clients facing eviction require public benefits assistance to fully resolve their cases and stabilize their housing long-term. To provide this assistance, LSNYC has public benefits experts that fight to retain, obtain, or increase critical public benefits, including emergency rental arrears assistance, cash public assistance, SNAP/Food Stamps, WIC, HASA benefits, and rent subsidies (such as FHEPS and CityFHEPS).

Our housing and public benefits staff work hand in hand to achieve the greatest results for our clients and provide the highest quality holistic services.

The Opportunity:

The public benefits paralegals will work with housing attorneys and community partners to prevent evictions, maximize benefits in the household, and eliminate barriers to promote longer-term stability for families and individuals.

Paralegals advocate with administrative agencies to challenge denials, reductions, or terminations of public benefits; conduct community education and outreach; assess clients for our services and give legal guidance in collaboration with attorneys. Paralegals are responsible for case advocacy, including housing subsidy applications, public assistance applications, and administrative hearings.

We are looking for candidates who want to work in a fast-paced environment and will employ creative strategies and collaborations in the pursuit of justice.

Experience & Qualifications:

- A demonstrated passion for social justice and a commitment to working with low-income communities, including communities of color and LGBTQIA+ communities to advance equity;
- Great time management and organizational skills with a collaborative, team-oriented approach
- Strong writing skills and facility with numbers;
- Demonstrated excellence in client communication and ability to speak with people of diverse background and build trust
- Fluency or proficiency in Spanish or another language commonly spoken by our clients is strongly preferred;
- College degree or equivalent work experience strongly preferred;
- Experience with public benefits strongly preferred

How to Apply:

Please apply for this position with a cover letter, resume, three references, and a recent writing sample at <https://boards.greenhouse.io/legalservicesnyc/jobs/4313676006>.

Only candidates selected for interviews will be contacted. No telephone calls, please.

Inclusion Statement: Studies have shown that women and people of color are more hesitant than others to apply for jobs where they fear they may not fully meet every single qualification listed. While this list of qualifications represents the qualities that we are looking for in an applicant, we are looking for the best candidate for the job. If you are interested in this position and have substantial relevant experience, we encourage you to apply even if you do not fully meet every criterion listed above.

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 reason.

Legal Services NYC is an equal opportunity and affirmative action employer. People of color, women, people with disabilities, gay, lesbian, and transgender people, and people over age 40 are all welcomed and encouraged to apply.. Additional information about the practice may be found on our website, www.legalservicesnyc.org.

Salary Range (Dependent on years of experience):

- 1-10 years: \$55,460-\$68,514
- 1-20 years: \$69,614-\$79,019
- 21+ years: \$82,013-\$89,476