

**JOB ANNOUNCEMENT: PARALEGAL, GOVERNMENT BENEFITS UNIT  
MANHATTAN LEGAL SERVICES**

**MANHATTAN LEGAL SERVICES** seeks a paralegal to work in the Government Benefits Unit.

Manhattan Legal Services is part of Legal Services NYC, 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, education, consumer, immigration and disability rights, with special units serving particular vulnerable populations including domestic violence victims and people living with HIV. We are committed to working in partnership with community-based organizations in the communities we serve to address the causes of poverty.

The Government Benefits Unit represents clients primarily before City and State administrative agencies to challenge denials and other adverse benefits decisions through informal advocacy and hearing representation. Benefits work focuses on access to and maintenance of various forms of public assistance, related subsidies, and Supplemental Nutritional Assistance Program benefits. The work in this position will target both emergency assistance and other benefits support required to address and remediate housing-related issues, as well as maximize benefits access and stability.

We are looking for a candidate who is excited to work in a fast-paced environment, work daily with our clients and communities, and use creative strategies in the pursuit of justice. The practice will include direct client work and individual representation, intensive collaboration with colleagues working on housing and benefits issues, and extensive advocacy with City and State agencies that administer public benefits.

All levels of experience are welcome and encouraged to apply. Salary is determined by a collective bargaining agreement.

Qualifications include:

- A demonstrated passion for social justice and a commitment to working with low-income communities and communities of color to advance equity;
- Candidates must be able to communicate effectively with individuals from diverse backgrounds;
- Excellent interviewing, writing, and communication skills;
- Excellent organizational skills;
- Experience with housing and/or public benefits advocacy preferred;
- Experience in direct services preferred;
- College degree or equivalent experience preferred.

Interested applicants should send a cover letter, resume, writing sample and three references by email to [jobpostingsmls@mls.ls-nyc.org](mailto:jobpostingsmls@mls.ls-nyc.org) **Please put “GBU Paralegal” in the subject line.**

Manhattan Legal Services is an Equal Opportunity Employer. People of color, women, people with disabilities, gay, lesbian, bisexual, transgender persons, and persons over 40 are welcome and are encouraged to apply.

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