

THE LEGAL AID SOCIETY

Job Title

Civil Practice Staff Attorney Housing Group Advocacy (Citywide)

Job Description

The Legal Aid Society's Civil Practice is seeking a Staff Attorney for the Housing Group Advocacy Project in the Brooklyn, Harlem, Bronx, and Queens offices. The Housing Group Advocacy Project is an anti-displacement and tenant protection project focusing on supporting specific New York City communities facing rapid gentrification in the five boroughs of New York City. The Staff Attorney will work with tenant associations, community-based organizations and pro bono attorneys to help stabilize client communities by preventing harassment of tenants and tenant displacement as well as assisting tenants with obtaining repairs and essential services. The Staff Attorney may be required to work in more than one community or borough depending on changing client needs and priorities; may be required to handle group tenant representation, bring affirmative litigation to enforce tenant rights and work with community or housing organizers; and may be asked to conduct regular intake with community-based organizations, in Housing Court, at Single Stop, or at other community sites.

ESSENTIAL DUTIES/RESPONSIBILITIES

- * Represent clients in city, state and federal court proceedings, administrative hearings and affirmative litigation
- * Provide representation and advocacy with local, state and federal agencies
- * Provide training, community outreach and education to individuals, local community-based organizations and housing advocates
- * Conduct policy advocacy on behalf of clients
- * Coordinate and collaborate with other groups and organizations
- * Represent the Civil Practice and Legal Aid in the community
- * Promote the work of the office, the Housing Law Practice and the Civil Practice
- * Work with pro bono lawyers and partner organizations
- * Conduct off-site intake, including during evening hours
- * Other duties as assigned

Requirements

- * Admission to the New York State Bar
- * Excellent written and oral advocacy skills
- * Excellent organizational skills
- * Ability to work independently as well as collaboratively in a team and manage a high volume of cases
- * Demonstrated commitment to and experience in public interest law and civil legal services
- * Ability to coordinate and collaborate successfully with other groups and organizations
- * Proficiency in languages other than English is desirable, but not required
- * **REQUIRED DOCUMENTS:** Please submit a cover letter, resume, transcript and writing sample as a PDF when you apply via the LAS Recruitment Portal

Applications will be considered on a rolling basis so applicants are encouraged to apply early.

Only PDF documents will be accepted. If your document is not a PDF, your application will not be processed. Applications submitted without all the required materials will not be processed.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

The leadership of The Legal Aid Society is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a

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strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us.

HOW TO APPLY

You must apply online at the [LAS RECRUITMENT PORTAL](#). The legal aid society is reducing its carbon footprint and therefore paper applications are not accepted. Only pdf documents will be accepted. If your document is not a pdf, your application will not be processed. Applications submitted without all the required materials will not be processed. Applications will be considered on a rolling basis so applicants are encouraged to apply early.

The legal aid society is an equal opportunity employer – women, people of color, members of the LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.

For technical difficulties or questions regarding this posting, please email jobpostquestions@legal-aid.org.