



BROOKLYN LEGAL SERVICES PARALEGAL ADVOCATE FOR HOUSING LAW PRACTICE

Project Description

Brooklyn Legal Services seek a paralegal advocate to join our housing law practice. The position may be located in any of our four offices. The paralegal advocates will join a new and exciting expansion of our anti-displacement advocacy, focused on supporting Brooklyn communities facing rapid gentrification. We are looking for candidates who are excited to work in a fast-paced environment and to use creative strategies and collaborations in the pursuit of justice.

The Housing Law Unit preserves affordable housing for Brooklyn’s low-income communities through representation of low-income tenants in eviction proceedings, collaboration with community based organizations, and affirmative litigation to challenge abusive and discriminatory behaviors that displace low-income families and eliminate affordable housing. Recent affirmative cases and community projects include a Fair Housing case against a landlord with a record of harassing Black tenants, numerous cases which implicate the continued affordability of buildings that received tax breaks and incentives in the mid-80’s and were consequently subject to regulatory agreements for the last thirty years, and a coordinated litigation campaign to protect rent regulated tenants in buildings in foreclosure. We are looking for a candidate who is excited to work in a fast-paced environment and to use creative strategies and collaborations in the pursuit of justice.

Brooklyn Legal Services, part of Legal Services NYC, provides high-quality, innovative representation to address the pressing legal needs of Brooklyn’s diverse low-income population. BLS focuses on the problems that have the greatest impact on our clients—preserving affordable and decent housing, maintaining income support, redressing abusive lending and consumer practices, promoting family stability and mitigating the effects of domestic violence, and advocating for the disabled.

Experience and Qualifications

Paralegals will be responsible for conducting community education and outreach, assessing potential clients and providing legal guidance with the assistance of attorneys. Occasional evening and weekend outreach may be necessary. Paralegals will also be

responsible for case advocacy, including housing subsidy applications and public assistance hearings.

Qualifications include:

- A demonstrated passion for social justice and a commitment to working with low-income communities and communities of color to advance equity;
- Excellent interviewing, writing, and communication skills;
- Experience working with low-income people;
- Excellent organizational skills and strong facility with numbers;
- Experience with housing and public benefits advocacy preferred;

- Fluency or strong proficiency in Spanish, Russian, Haitian-Creole, Mandarin, or Cantonese strongly preferred.
- Skill with Microsoft Word, Excel, and Outlook, internet research and a willingness to learn and adapt to new technologies.

How to Apply

Applicants should send a cover letter, resume, and two writing samples to bkhiring@sbls.org. Please write "Housing Paralegal Advocate" in the subject line of the email.

Salary and benefits are determined by the LS-NYC Collective Bargaining Agreement.

Legal Services NYC is an equal opportunity employer. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people over the age of 40 are strongly encouraged to apply.

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