



## **JOB ANNOUNCEMENT**

### **STAFF ATTORNEY – HOUSING UNIT**

#### **About Catholic Migration Services:**

**Catholic Migration Services (“CMS”)**, an affiliated agency of Catholic Charities Brooklyn and Queens, provides high quality free legal services, community education, and advocacy for low-income immigrants residing in Brooklyn and Queens, regardless of race, religion, ethnicity, national origin, or immigration status. CMS assists individuals with their immigration, housing, and employment legal needs. CMS is committed to “welcoming the stranger in our midst” by serving and working alongside underserved immigrant communities to advance equality and social justice in an ever-changing landscape.

The **Tenant Advocacy Program** assists Queens residents on a wide-range of legal matters, provides know-your-rights education and organizes tenants to assert their rights and advocate for better housing laws. The attorney will provide legal representation for individual tenants and tenant groups in Queens, and will collaborate with CMS’ tenant organizers, as well as with attorneys and staff from the other CMS programs to ensure that clients receive holistic legal services.

The attorney will be based in our Sunnyside, Queens office. As of September 6<sup>th</sup>, CMS staff will work three days in the office and two days remotely until further notice.

#### **Essential Duties and Responsibilities:**

- Represent clients in housing-related litigation matters, including but not limited to individual and group cases, such as nonpayment proceedings, holdover proceedings and HP actions in Housing Court; administrative proceedings at DHCR and the New York City Commission on Human Rights; and Article 78 proceedings in Supreme Court;
- Do intake and provide legal advice to tenants we are unable to represent;
- Work with CMS’ organizers to plan our monthly community meetings, and to provide legal services in collaboration with our tenant organizing efforts;
- Assist in community outreach and education efforts related to housing legal services;
- Assist in planning and implementation of strategic projects related to housing legal services;
- Manage caseload and maintain client files in good working order. Maintain and update case list and client and case information in case management database; and
- Participate in staff meetings and case reviews.

#### **Qualifications:**

- Admission to the New York State Bar;

- At least 2 years of previous experience practicing in housing law preferred;
- Strong commitment to social and economic justice, and community empowerment;
- Experience as a community organizer, or working with community organizers, is preferred;
- Ability to regularly travel to Queens Housing Court and community events;
- Excellent written, oral and analytical skills;
- Competency in one or more foreign languages commonly spoken in Queens is preferred;
- Excellent organizational skills;
- Basic computer skills;
- Demonstrated ability to take initiative and work independently; and
- Ability and experience working with clients from diverse backgrounds and communities.

**Diversity and Non-Discrimination Policy:**

Catholic Migration Services values workplace diversity and welcomes applicants and employees of all backgrounds. CMS strives to create a positive, supportive, and inclusive work environment for all staff. CMS makes all employment decisions without regard to any applicant’s or employee’s protected characteristics, including their race, religion, color, national origin, immigration status, age, disability, sexual orientation, gender identity, arrest conviction record, or marital status.

**Salary and Benefits:**

Salary is on a union scale based on years of experience. The salary range for an attorney with two to six years of experience is \$72,864.72 to \$82,212. CMS offers a very competitive benefits package that includes medical, dental and vision insurance coverage, transit benefits, Flexible Spending Account (FSA) and a 403(b) retirement plan including employer contribution. We offer generous leave policies, including four weeks paid vacation, four paid personal days, fourteen paid holidays and the week off between Christmas and New Year’s Days, inclusive.

**Union Representation:**

This is a bargaining unit position represented for collective bargaining purposes by the Association of Legal Aid Attorneys, UAW, Local 2325.

**Application Instructions:**

Applications will be accepted immediately and will be considered on a rolling basis. Interested applicants should send a cover letter, resume, a writing sample, and a list of

three professional references to Jonathan Cohen, Managing Attorney, at [jcohen@catholicmigration.org](mailto:jcohen@catholicmigration.org).