

TAKEROOT JUSTICE



Advocacy Coordinator/Paralegal

TakeRoot Justice seeks an Advocacy Coordinator/Paralegal to join our Housing Rights Team. We are a diverse team, committed to our mission of dismantling racial, economic, and social oppression. The Housing Rights Team is a group of attorneys and advocates working with community organizers and base-building groups across New York City (including CASA, Cooper Square Committee, Flatbush Tenants Coalition, Chhaya CDC and more) to help tenants fight harassment, get repairs and stand up to the gentrification and displacement pressures plaguing the city. We provide direct legal support and representation to groups of tenants in state court litigation, administrative proceedings and wherever else the work takes us. We also team up with our partner organizations to provide legislative and policy support and to lead legal clinics and community presentations.

Duties:

- Conduct case management, which includes regularly communicating with clients, creating and maintaining client files, and making follow-up visits to clients' homes to do one-on-one interviews
- With the guidance of a supervisor, maintain your own caseload of state administrative proceedings, including opposing rent increases, applying for tenant rent reductions, and challenging rent overcharges
- Educate community groups and their members on tenants' rights at tenant meetings, legal clinics, and workshops
- Support organizers and tenant leaders in their legislative and regulatory advocacy through research, lobbying, facilitation, bill drafting, and the creation of educational materials
- Translate documents and provide interpretation in client meetings and at court appearances
- Develop and maintain partnerships with community organizations
- Perform legal service support tasks including compiling court filings, document review, fielding housing-related hotline calls, and legal research

Qualifications/Skills:

- Though no specific knowledge of NYC housing law is required, experience with tenants' rights or the ability to learn quickly are important
- Spanish language skills required
- Highly organized and detail oriented
- Ability to juggle multiple tasks at once
- Availability to work occasional evenings and weekends for tenant meetings and clinics
- Strong writing skills
- Strong interpersonal skills and ability to work with diverse populations
- Interest in, experience with and/or demonstrated commitment to grassroots efforts working towards social justice
- A commitment of 2+ years is requested due to the steep learning curve of this position

This is a unionized, non-exempt position, with salary commensurate with years of relevant experience. Interested applicants should send a resume and cover letter in one PDF file by email to jobs@takerootjustice.org, attn: Michael Grinthal. The subject line of the email must include "Housing Rights Paralegal." Applications will be considered on a rolling basis.

TakeRoot Justice is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status, or marital status.