



## **JOB ANNOUNCEMENT MANAGING ATTORNEY – HOUSING**

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

The Housing team provides legal advice and representation to hundreds of residents each year, primarily in Queens, on a variety of legal matters, including both affirmative matters (obtaining new leases, rent overcharge, repairs/services, combatting landlord harassment, SCRIE/DRIE) and defense matters (eviction cases, opposing applications for major capital improvement rent increases). The Housing team also leads Know-Your-Rights presentations, creates educational materials and organizes Queens tenants to assert their collective voices. The Housing team’s organizing work includes building organizing, educational outreach, and helping tenants make their voices heard to city and state elected officials and agencies.

The Managing Attorney oversees all work done by the Housing team to ensure that the work carries out the CMS mission, is high quality, and meets contractual obligations to CMS’ funders. The Managing Attorney will work with the Director of Legal Services to carry out and further develop the vision of the Housing team. The Managing Attorney directly supervises all Housing team members, who currently include three attorneys (excluding the Managing Attorney), four tenant organizers and a paralegal. CMS’ non-supervisory staff are represented by UAW Local 2325 – the Association of Legal Aid Attorneys. The Managing Attorney will be based in our Queens office and report to the Director of Legal Services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop vision for the Housing team in consultation with the Director of Legal Services, the Deputy Director and team members.
- Directly supervise Housing team members. Schedule regular support meetings, develop staff work plans, and provide constructive feedback on an ongoing basis.
- Represent CMS in coalitions, before government and other funders, and before elected officials whenever program input is expected;
- Manage grant compliance and reporting, ensuring deliverables are being met for all government/private funders, and provide assistance in report writing as needed;
- Work collaboratively with other CMS managers to manage CMS and facilitate the provision of services in a holistic manner across all of CMS’ programs and worksites;
- Represent clients in housing-related legal proceedings including before administrative agencies, trial courts and appellate courts.
- Identify professional development opportunities for Housing team staff, develop in-house trainings, and mentor staff members;

- Maintain organized and up-to-date files and database of caseload;
- Assist in planning and implementation of strategic projects related to Housing legal services and tenant organizing;
- Provide periodic reports to the Director of Legal Services about the Housing team's work, progress towards meeting contract deliverables, and caseloads; and
- Assist in the daily operation of the office.

## **REQUIREMENTS**

- J.D. from an accredited law school;
- Admission to the New York State Bar and current status of good standing;
- Minimum of seven years of housing legal experience. Prior supervisory experience is preferred;
- Experience as a community organizer, or working with community organizers, is preferred;
- Excellent writing, communication and analytical skills;
- Competency in one or more foreign languages is preferred;
- Demonstrated ability to take initiative and work independently, as well as to work collaboratively with a team; and
- Ability and experience working with staff and clients from diverse backgrounds and communities, and
- Understanding of trauma informed provision of services.

## **SALARY**

The salary range for a Managing Attorney with seven to fifteen years of experience is \$105,056.64 to \$125,940.80. 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. CMS also offers a hybrid works schedule and 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.

## **APPLICATION INSTRUCTIONS**

Applications will be accepted immediately and will be considered on a rolling basis. Interested applicants should send a cover letter, resume, and a writing sample to: Magdalena Barbosa, Director of Legal Services at [mbarbosa@catholicmigration.org](mailto:mbarbosa@catholicmigration.org). Please include "Housing Managing Attorney Application" in the subject line.

## **DIVERSITY AND NON-DISCRIMINATION POLICY**

CMS values workplace diversity and welcomes applicants and employees of all backgrounds. 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.