



777 Tenth Avenue, New York, NY 10019 T: 212-541-5996 F: 212-541-5966

### **HCC's Background**

**Housing Conservation Coordinators, Inc. (HCC) seeks a Supervising Attorney to join a dedicated team of staff attorneys, advocates, and tenant organizers.** Founded in 1972, HCC is an over 50-year-old community-based, not-for-profit organization located in Hell's Kitchen/Clinton on Manhattan's West Side. HCC's programs promote social and economic justice and fight for the rights of poor, low-income, and working individuals and families. Through our services, we seek to promote a vibrant and diverse community with the power to shape its own future. Today we offer a wide range of legal, advocacy, weatherization, and community organizing services to tenants throughout Manhattan. With a primary focus on strengthening and preserving affordable housing, we seek to promote a vibrant and diverse community with the power to shape its own future.

HCC's Legal Component serves clients in the Hell's Kitchen neighborhood and throughout Manhattan through our community-based intake, Right to Counsel court intake, our older adult program, and our immigration clinic. HCC attorneys represent tenants in nonpayment, holdover, and HP proceedings in Manhattan Housing Court. Staff attorneys also represent tenants in NYS Supreme Court, Appellate Courts, SDNY and at administrative proceedings.

### **Job Description**

- Supervise 3-4 full time staff attorneys and 1-2 legal support staff.
- Ensure a high standard of client services and representation.
- Train and supervise new and experienced staff.
- Ensure that client data entry is up-to-date and accurate.
- Provide brief legal advice and pre-litigation advocacy to tenants and tenant associations.
- Maintain a small individual caseload.
- Collaborate with HCC's tenant and community organizers, paralegals, social workers, tenant advocates, and Senior Community Resource Coordinator, as well as with citywide, statewide, and local coalitions of tenants and advocates.
- Conduct workshops for community members, law students, and others related to housing law, immigration law, and older adult issues.
- While all attorneys work on housing matters, the Supervising Attorney may also have the opportunity to work on immigration and older adult matters.
- Conduct intake, especially in the context of the Right to Counsel intake in Housing Court.
- Participate in HCC's Monday Night Legal Clinic (temporarily remote).
- Collaborate with and oversee law student interns, volunteers, and *pro bono* co-counsel.
- Work with the Managing Attorney and Senior Supervising Attorney to facilitate the weekly Legal and Organizing Component meetings, intake, and an equitable distribution of cases amongst the staff attorneys.
- Collaborate with other members of the management team on office issues.

- Participate in HCC's Annual West Side Tenants' Conference.

### **Qualifications**

- Admission to the New York State Bar
- Minimum of five years of litigation experience, with a focus on NYC Landlord-Tenant law
- Excellent written and oral communication skills
- Ability to work with a diverse team and client base
- Willingness to partner with non-attorney advocates
- Demonstrated commitment to maintaining affordable housing and social justice
- Experience working with community and tenant organizers preferred
- Supervisory experience preferred
- Adherence to time sensitive reporting requirements
- Bi-lingual (Spanish) preferred
- Applicants must be authorized to work in the U.S. We are unable to sponsor an employment visa.

### **Salary**

The salary range for this position is \$100,000 to \$125,000 depending on experience. HCC offers a generous benefits package, including:

- Ability to work remotely up to two days per week.
- Comprehensive health, dental, and vision insurance with no employee contribution.
- 24 days of annual leave, increasing to 28 days after the second year of employment, plus one floating holiday.
- 14 paid holidays.
- After six months of employment, 5% employer contribution to 403(b) retirement plan.

Interested applicants should send their resume and cover letter in a single pdf labeled [Last Name, First Name – HCC Application] to [legaljobs@hcc-nyc.org](mailto:legaljobs@hcc-nyc.org). Please insert "Supervising Attorney Applicant" in the subject heading field of the email. **Applications will be reviewed and interviews scheduled on a rolling basis. Only applicants selected for an interview will be contacted.**

HCC is an Equal Opportunity Employer. People of color, transgender and gender non-conforming people, survivors of violence, people with disabilities and individuals of diverse backgrounds are encouraged to apply. HCC does not discriminate based on race, color, creed, religion, gender, age, sexual orientation, gender identity and expression, height, weight, national origin, disability, or citizen, marital, veteran, or HIV status.