



731 James Street | Suite 200 | Syracuse, NY 13203 | www.cnyfairhousing.org | Phone (315) 471-0420

Job Announcement: Staff Attorney

CNY Fair Housing is a non-profit organization dedicated to eliminating housing discrimination, promoting open and diverse communities, and ensuring equal access to housing opportunity for all people in Central and Northern New York.

Position Description: CNY Fair Housing is hiring a full-time (35 hours week) Staff Attorney to represent the agency and/or clients in administrative and judicial enforcement proceedings. This position offers a unique opportunity to significantly impact fair housing law by exclusively handling affirmative civil rights litigation. It provides the chance to bring precedent-setting cases that will positively shape fair housing jurisprudence across New York State and the Second Circuit.

Responsibilities: The responsibilities of the Staff Attorney include, but are not limited to, the following:

- Represent agency and victims of housing discrimination by developing and litigating fair housing cases before administrative agencies and in federal and state court;
- Conduct research and develop legal strategies in consultation with Senior Staff Attorney and Executive Director;
- Advise agency staff on fair housing case law as it develops and its potential impact on investigative strategies;
- Draft legal pleadings, motions, discovery documents, memoranda, settlement agreements, etc., in a clear, concise and compelling manner;
- Maintain full and accurate case files including time records and assist with tracking activities for grant reporting;
- Maintain client contact to gather evidence for cases and provide updates on status of cases, etc.;
- Assist with other projects as assigned.

Qualifications:

- J.D. from an accredited law school
- Licensed to practice law in New York State or ability to be admitted to New York State Bar
- Admittance or ability to be admitted to the United States District Court for the Northern District of New York
- Desire to work to advance civil rights and social justice
- Knowledge of state and federal court rules and filing procedures; litigation experience preferred
- Superior verbal and written communication skills
- Well-organized and excellent attention to detail; ability to manage deadlines



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- Ability to work effectively and respectfully with individuals from diverse backgrounds; skill in dealing with confidential and sensitive issues

If you believe you meet the qualifications and are interested, please send a cover letter, resume, and writing sample to [hiring@cnyfairhousing.org](mailto: hiring@cnyfairhousing.org). This is a full-time (35 hours/week), grant-funded position with competitive benefits package and salary range of \$78,000-\$85,000 depending on experience. CNY Fair Housing pays for bar memberships, attorney registration, and training opportunities, including mandatory Continuing Legal Education courses.

CNY Fair Housing is an equal opportunity employer. CNY Fair Housing values diversity and inclusion in the workplace because it enhances the work we do, reflects the communities we serve, and embodies the values we further and defend. Candidates of all backgrounds are welcome.

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