

Bronx

Legal
Services NYC

FORECLOSURE DEFENSE PARALEGAL POSITION AVAILABLE

Legal Services NYC - Bronx seeks a paralegal to work in its Foreclosure Prevention Unit. As the foreclosure crisis intensifies in the Bronx, and disproportionately affects its working poor, minority and elderly homeowners, the borough requires a substantial increase in the availability of competent foreclosure prevention counseling. A paralegal in the Unit will work with our current paralegal in client intake and assessment, non-litigation advocacy on behalf of clients, direct negotiations with mortgage servicers regarding the terms of loan modifications or other resolutions, community outreach and education, and providing litigation, research, and administrative support to the Unit's foreclosure defense attorneys.

- **Requirements:**
- Fluency in both English and Spanish
- Excellent analytical, writing, and advocacy skills
- Some paralegal or counseling experience strongly preferred

Salary determined by Collective Bargaining Agreement. Excellent benefit package.

Applicants should mail or email a resume, together with a cover letter and writing sample, to:

William A. Loeb
Director, Foreclosure Prevention Unit
Legal Services NYC - Bronx
579 Courtlandt Avenue
Bronx, NY 10451
wloeb@bx.ls-nyc.org

Please write "Job Application" in the subject line.

Only candidates selected for interviews will be contacted. Please do not call.

Legal Services NYC - Bronx is an equal opportunity employer: People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.

Job #16 posted April 23, 2010

Legal Services NYC - Bronx
579 Courtlandt Avenue Bronx, NY 10451-5013
Phone: 718-928-3700 Fax: 718-402-7586 (1st floor) 718-402-7585 (2nd floor) 718-402-7566 (3rd floor) www.Bronx.LegalServicesNYC.org
Steven B. Telzak, Project Director
Ellen P. Chapnick, Board Chair

