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Tenant Advocate/Intake Paralegal

Housing Conservation Coordinators, Inc. (HCC) is an over 50-year-old community-based, not-for-profit organization anchored in the Hell's Clinton neighborhood of Manhattan's west side. We are dedicated to advancing social and economic justice and fighting for the rights of poor, low-income and working individuals and families. 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.

Each year HCC assists more than 4,000 residents resolve housing-related problems through our core programs: legal services, tenant & community organizing, and weatherization assistance.

HCC seeks a full time Tenant Advocate/Intake Paralegal to work with HCC's legal team which provides legal representation to tenants and tenant associations in the form of brief advice, pre-litigation advocacy, and full legal representation in Manhattan Housing Court. The position will report to the Managing/Senior Supervising Attorney of the Legal Component.

Key Responsibilities include the following:

- 1) Conduct legal intakes through various intake streams, including Right to Counsel Tenant Hotline, email referrals from city agencies, Right to Counsel Court intake, HCC's community intake. This includes conducting intake in Manhattan Housing Court (111 Centre Street) as necessary.
- 2) Follow up with clients to collect necessary documents.
- 3) Under the direction of an attorney, provide representation in NYCHA administrative proceedings, and limited advice in housing matters and other administrative hearings as assigned.
- 4) Under the supervision of an attorney, provide brief legal advice to tenants.
- 5) Partner with other members of the legal program staff as requested; duties may include, but are not limited to:
 - Advocate for tenants with landlords and governmental agencies;
 - Assist clients in applying for rental arrears and other benefits;
 - Disseminate tenants' rights information; and
 - Provide crisis intervention and referrals.

- 6) Complete all necessary work for contract agencies and/or foundations, including maintaining accurate and weekly database entries on all client and individual tenant matters.
- 7) Liaise with the Organizing Component to create and manage systems for disseminating know your rights resources to individual tenants and tenant associations including but not limited to:
 - Producing flyers
 - Procuring know your rights documents and expanding the resources available in HCC's reception area
 - Maintaining the reception area handouts and client resources
 - Updating resources on HCC's website
- 8) Provide coverage for front desk reception when receptionist is unavailable.
- 9) Other related duties as assigned by Management.

Qualifications

- Demonstrated commitment to social justice and commitment to working with low-income clients preferred
- 1 to 3 years of direct service work in a community-based organization preferred
- Deep understanding of and ability to work well with people of diverse backgrounds
- Preference for familiarity with public benefits and/or housing justice
- Thrives in a work environment that employs a team approach
- Excellent written, oral, and interpersonal skills
- Bi-lingual English/Spanish strongly preferred
- Applicants must be authorized to work in the U.S. We are unable to sponsor an employment visa.

Salary and Benefits

- HCC staff are members of Association of Legal Advocates and Attorneys, (UAW Local 2325)
- Salary pursuant to Collective Bargaining Agreement; Current range \$63,394 (1 year of experience) to \$82,143 (10 years of experience)
- Annual \$2,000 pay differential bonus for bi-lingual Spanish/English Employees
- 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.

Work Hours

The standard work hours are between the hours of 9:30 am and 6:00 pm.

How to Apply

Interested applicants should send their resume and cover letter in a single pdf labeled [Last Name, First Name – HCC Application] by December 15, 2025 to legaljobs@hcc-nyc.org. Please note “Tenant Advocate/Intake Paralegal” in the subject line. **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 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.