



Legal Assistant – Landlord/Tenant

Applicant Instructions

Interested candidates should send a position-specific résumé and cover letter to employment@uchcdetroit.org.

Position Overview

United Community Housing Coalition (UCHC) legal assistants will work in cooperation with the legal staff of UCHC and Michigan Legal Services (MLS) and others to address eviction cases and other landlord/tenant matters.

Responsibilities

- Interview clients who have a pending eviction or other landlord/tenant-related issues
- Draft correspondence to clients and appropriate government agencies
- Prepare intake paperwork in a timely, complete, and accurate manner
- Assist clients in addressing the landlord/tenant issue
- Negotiate with the landlord on behalf of the tenant to address repair needs, resolution of eviction, restoration or possession to property, the return of security deposits, and dates to vacate unit
- Coordinate with social services workers to resolve issues with the state and ensure that our clients are supported effectively
- Draft letters to landlords, housing inspectors, and various governmental offices
- Draft pleadings for court under the supervision of staff attorneys
- Perform other landlord/tenant-related tasks as assigned by the executive director or program coordinator
- Perform legal research
- Collect and track documents for client projects
- Assist with administrative tasks as needed
- Maintain confidentiality of client information
- Refer cases in need of legal help or with more complex issues to appropriate legal staff and redirect issues beyond legal scope to appropriate UCHC staff
- Maintain case and contact records in suitable files for efficiency of communication

- Be aware of the programs and policies of UCHC and external programs that provide comprehensive assistance to our clients
- Perform other housing-related tasks as needed and as assigned by the executive director

Preferred Qualifications

Successful candidates will believe in UCHC's mission and demonstrate a passion for driving the organization's growth. They will also have:

- A bachelor's degree, associate's degree, or equivalent experience in human services
- Excellent writing, research, and organizational skills, with a strong attention to detail
- Experience with Microsoft Office and intermediate computer literacy
- The ability to learn quickly and to balance multiple projects at once
- Demonstrated commitment to the community and the population we serve

Specifics

- This is a full-time position.
- Salary is commensurate with experience. UCHC offers generous medical benefits and time off.
- Willingness to maintain a flexible schedule of both in-office and work-from-home conditions
- Schedule: 8:30 a.m.–4:30 p.m. or 9 a.m.–5 p.m. Monday–Friday, though some additional time may be required, depending on court filings.
- Accommodations can be made to enable the selected candidate to perform the essential functions of this position.
- Expected start date: Applications are now being accepted and reviewed.

Employee Benefits

- 100% employer-paid medical, dental, vision, short-term disability, long-term disability, and group life
- Generous PTO program
- Generous holiday program
- A focus on work/life balance

About UCHC

The United Community Housing Coalition (UCHC) is a nonprofit comprehensive housing assistance organization that has provided a variety of housing-related services to Detroit's low-income residents since 1973.

UCHC has worked with tenants, homesteaders, homeowners, the homeless, community organizations rebuilding neighborhoods and providing affordable housing, religious, civil rights, labor, and housing advocacy organizations to improve, preserve, and expand affordable housing opportunities for low-income Detroiters.

Because of its long history and significant expertise as a comprehensive housing services provider in Michigan, UCHC is frequently asked to provide advice to other organizations in communities across southeast Michigan.

All services are provided to income-eligible families and individuals free of charge.

United Community Housing Coalition

2727 Second Ave, Suite 313, Detroit, MI 48201

313-963-3310 | www.uchcdetroit.org

The United Community Housing Coalition provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, United Community Housing Coalition complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to recruiting, hiring, placement, promotion, and termination. Consistent with state and federal laws, UCHC is committed to maintaining a workplace free from the abuse of drugs and alcohol.