Position Overview:
Property Management company is seeking a dedicated and detail-oriented Legal Coordinator to join our team in support of our affordable housing initiatives in New York City. The ideal candidate will be responsible for providing legal administrative support, assisting with legal documentation, and ensuring compliance with relevant laws, regulations, and contracts related to affordable housing projects. This position requires a strong understanding of housing law, including federal, state, and local affordable housing programs, along with exceptional organizational and communication skills. The position will work closely with multiple departments including Maintenance, Leasing, and Accounting.

Key Responsibilities:

- Provide comprehensive administrative and litigation support to external legal counsel, including document preparation, filing, and managing legal correspondence
- Answering emails from external legal counsel in a complete and timely manner
- Gather, organize, and transmit all requested documents and document packages to the attorney's office.
- Start legal cases such as nonpayment and holdovers; subsequently submit all documents and answers requested by counsel needed to move cases quickly and efficiently through the legal process
- Send out legal reports and participate in legal and leasing and compliance meetings
- Review tenant files as it relates to answering tenant, attorney, and accounting questions
- Work closely with Leasing & Compliance, Maintenance, and Accounting departments to move cases thought the legal pipeline and close the loop on any outstanding issues
- Assist in drafting and reviewing documents, such as lease violations, non-compliance letters, and other documents related to affordable housing programs
- Provide general office support; Greet and assist tenants with questions and other issues
- Coordinate the legal aspects of affordable housing applications, ensuring compliance with federal, state, and local regulations
- Manage and track deadlines for legal filings, hearings, inspection/access for repair dates and other compliance-related dates
- Liaise with government agencies, tenants, owners, and other stakeholders to resolve legal issues and ensure proper documentation
- Conduct legal research on affordable housing laws, regulations, and policies affecting the organization and its projects
- Monitor changes in relevant housing laws and regulations and advise the Leasing and Compliance team on potential impacts
- Maintain and organize legal files (electronic and physical) as needed

- Assist as needed with internal and external audits and inspections to ensure legal and regulatory compliance for affordable housing projects
- Ad hoc projects as assigned

Qualifications:

- At least a high school diploma or equivalent and at least one (1) year of direct professional experience with LIHTC and Rent Stabilized properties in NYC.
- Minimum of 2-3 years of experience in a legal coordinator, paralegal, or legal administrative role, preferably in affordable housing or real estate law.
- Strong knowledge of affordable housing laws, including Section 8, rent control and stabilization, Low-Income Housing Tax Credit (LIHTC), and other federal, state, and city programs.
- Familiarity with New York City housing regulations and tenant-landlord laws.
- Excellent organizational skills with the ability to prioritize and manage multiple tasks simultaneously.
- Strong communication skills, both written and verbal, with the ability to work effectively with diverse stakeholders.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and legal research tools.
- Ability to work independently and as part of a team in a fast-paced environment.
- Attention to detail and a commitment to accuracy in all tasks.
- Knowledge of legal document management systems and case management software is a plus.
- Bilingual (English/Spanish) a plus

Compensation:
Salary commensurate with experience. Our benefits package includes health, dental, and vision insurance paid by the employer, 401K plan, and generous paid time off.

To Apply:
Please submit your resume, cover letter, and references to kmisir@mhrmgmt.com.We are an equal opportunity employer and encourage applicants from diverse backgrounds to apply.