



Neighborhood Legal Services  
of Los Angeles County

**JOB ANNOUNCEMENT:**  
**Data Coordinator**  
August 2020

Join Neighborhood Legal Services of Los Angeles County (NLSLA) and become part of an energetic team of advocates that provides a wide-range of legal services aimed to address issues that disproportionately impact the poor. These services include high impact litigation, direct services, public policy advocacy, providing training and technical assistance, community education, and supportive services.

Under the supervision of the Vice-President of Operations and Legal Technology, the Data Coordinator is principally responsible for maintaining and optimizing NLSLA's data and case management system (CMS), monitoring the integrity of the data, and assisting with data extraction, presentation and analysis. NLSLA utilizes Legal Server, an online CMS, to store information and documents relating to clients, staff, cases, and projects, including case outcomes and advocate time keeping. The Data Coordinator will maintain and optimize the Legal Server CMS to best meet executive, administrative, user, and client-related data needs for both internal management needs, and various grants management and standardized reporting needs. The Data Coordinator will utilize and identify useful Legal Server functionalities, develop dashboards, queries, and other methods to analyze, compile, and present CMS data in readily understandable formats. The Data Coordinator will assist with the unique data collection and analysis of individual grants and programs as needed.

The Data Coordinator will conduct proactive and periodic review of client/case data to ensure compliance with regulatory and funder requirements and respond to data requests from management, supervisors and staff as needed.

**Position:** Data Coordinator, Operations

**Availability:** Availability is Immediate.

**Salary:** Salary starts at \$55,000, commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; 125 plan; 403(b) with employer contribution, bilingual pay supplement, sick and vacation pay, and 13 employer-paid holidays.

**Duties and Responsibilities:** Manage and assist with the evaluation and analysis of internal data, supplemented with external data, for use in planning, program development and assessment, resource development and other activities. Maintain and update Legal Server configuration for purposes of grant and programmatic requirements and implement and educate staff on changes to the system, as needed. Assist management with development of policies and/or protocols for data collection and case management system use. Provide technical support, configuration, training and assistance to internal Legal Server users. Perform regular reviews of internal data integrity for internal and regulatory compliance with funding requirements. Develop, prepare and submit grant reports and fulfill data requests from leadership team members and staff as needed.

Neighborhood Legal Services of Los Angeles County | [www.nlsla.org](http://www.nlsla.org) | Toll-Free Telephone: (800) 433-6251

**GLENDALE OFFICE**  
Administrative Offices  
1104 E. Chevy Chase Dr.  
Glendale, CA 91205

**EL MONTE OFFICE**  
3629 Santa Anita Ave.  
#109  
El Monte, CA 91731

**PACOIMA OFFICE**  
13327 Van Nuys Blvd.  
Pacoima, CA 91331

**WELLNESS CENTER**  
Historic General Hospital  
1200 N. State St., #1008  
Los Angeles, CA 90033

**A PROJECT FUNDED BY**  
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LEGAL SERVICES CORPORATION

### Qualifications:

Four-year degree required. Experience with legal case management system or similar preferred. Ability to work independently in a diverse workplace and within a dynamic environment. Computer proficiency in MS Office Suite, specifically Excel. Excellent oral and written communication skills. Prior experience in positions which demonstrated the ability to prioritize work, able to multi-task and handle multiple responsibilities. Strong attention to detail, accuracy and presentation. Excellent analytical and evaluative skills. Strong interpersonal skills, flexibility and the ability to work effectively in high pressure environment in a mission-driven organization. Ability to plan and execute training for users in all positions. Experience using case management systems in a legal aid or law firm environment preferred. Prior experience working with a legal services/aid organization, non-profit or government setting helpful.

### About NLSLA:

Founded in 1965 as part of our nation's War on Poverty, NLSLA is now one of the largest and most prominent public interest law firms in California. NLSLA provides free assistance to more than 150,000 low-income residents of Los Angeles County each year. Its operating budget for 2020 will reach \$22 million, with a staff of more than 160, including 80 attorneys.

NLSLA serves all of Los Angeles County with a special emphasis on the poverty communities of the San Fernando, San Gabriel, Pomona and Antelope Valleys, as well as the central county cities of Glendale, Burbank and Pasadena. NLSLA staff members are housed in four regional offices located in Pacoima, El Monte, Boyle Heights, and Glendale - where the program's administrative offices are also located. In addition, NLSLA advocates are co-located in courthouses in Van Nuys, Lancaster, Chatsworth, Pomona and Downtown LA; Hospitals and health centers in Sylmar, Van Nuys, North Hollywood and El Monte; and with social services providers in the Antelope Valley.

Advocates specialize in areas of the law that disproportionately impact the poor, including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, as well as employment and training. NLSLA is particularly known for its innovative programs and collaborative models for delivering services across the County. Among those are the NLSLA Health Consumer Center (HCC) and Medical Legal Community Partnership projects ensuring that everyone receives the health care they need; Shriver Housing - LA providing right to counsel for evictions; Self-Help Legal Access Centers assisting the un-represented with domestic violence, family law and eviction cases in nine courthouses; Preventing and Ending Homelessness Project (PEHP) providing legal help to the homeless in Antelope, San Fernando and San Gabriel Valleys; and Disaster Legal Assistance providing support and help to low-income disaster survivors.

### To apply:

Forward resume and cover letter to (no phone calls):

**Applicants should send a cover letter and resume to:**

Elizabeth Brown, Director of Human Resources  
Neighborhood Legal Services of Los Angeles County  
1102 E. Chevy Chase Drive  
Glendale, CA 91205  
Fax: (818) 291-1790 E-mail: [employment@nsls.org](mailto:employment@nsls.org)

**NLSLA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at NLSLA are based on organizational needs, job requirements and individual qualifications, without regard to age, race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by federal and CA state laws. NLSLA will not tolerate discrimination or harassment based on any of these characteristics.**