



Neighborhood Legal Services  
of Los Angeles County

**JOB ANNOUNCEMENT:  
ASSOCIATE SUPERVISING ATTORNEY (HOUSING)**  
December 2020

Through a combination of individual representation, high impact litigation and public policy advocacy, NLSLA combats the immediate and long-lasting effects of poverty and expands access to health, opportunity, and justice in Los Angeles' diverse neighborhoods.

NLSLA is currently seeking an Associate Supervising Attorney to oversee a team of attorneys and paralegals as part of our newest housing program aimed at addressing the housing crisis, which has been exacerbated by the Covid-19 pandemic. The team of advocates will be focused on providing legal assistance to tenants in eviction proceedings. The ideal candidate will be a skillful attorney who excels in a fast-paced, dynamic anti-poverty law practice and is capable of leading advocacy in multiple forums across multiple practice areas. The candidate must have a demonstrated passion and commitment to public interest law and prior experience assisting low-income individuals and client groups. The ideal candidate should possess strong oral/written communication, leadership and advocacy skills coupled with patience and sensitivity to working with people in crisis.

The candidate should also be self-motivated with the ability to multi-task; be able to work collaboratively in a team setting and to foster and maintain relationships with community partners. Bilingual proficiency in Spanish, Armenian, Chinese or another language spoken in poverty communities is strongly preferred.

**Position:** Associate Supervising Attorney

**Availability:** Availability is Immediate.

**Salary:** Salary \$80,000 + - Commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; 125 plan; 403(b) with employer contribution, loan reimbursement, bilingual pay supplement, sick and vacation pay, and 13 employer-paid holidays.

**Duties and Responsibilities:** The Associate Supervisor will oversee intake, case management, case review, review substantive casework, accompany new advocates in court hearings and back up advocates and volunteers at our weekly housing clinics. The Associate Supervisor will also be responsible for helping to maintain project data, reports, and staff evaluations. The Supervisor will be expected to regularly communicate with community partners and participate in community partner management meetings. The Associate Supervisor will be a member of the NLSLA Leadership Team and will interact with other managers to ensure quality of services are provided to clients. Regular travel to other NLSLA branch offices, courts, government agencies, shelters and community-based organizations throughout the Antelope, San Fernando and San Gabriel Valleys required.

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**  
 America's Partner  
for Equal Justice  
LEGAL SERVICES CORPORATION

**Qualifications:**

The ideal candidate would have at least 5 years of experience developing and undertaking significant advocacy in multiple forums and leading successful legal projects. A demonstrated understanding of issues affecting low-income communities. Must be licensed and eligible to practice law in California. Prior experience working with programs serving the homeless or the substantive areas of public benefits, consumer, housing and/or family law is preferred.

**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 cover letter, resume, and writing sample 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.**