



Neighborhood Legal Services  
of Los Angeles County

**JOB ANNOUNCEMENT:  
Data Coordinator  
December 2020**

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

Under the supervision of the Vice-President of Operations and Legal Technology, the Database Coordinator is principally responsible for maintaining and optimizing NLSLA's data and case management system (CMS), monitoring the integrity of the data, assisting with implementing a Legal Services Corporation Technology and Innovation Grant (TIG), 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 Database 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. 50% of the Database Coordinator's time will be spent assisting with the implementation of the Online Triage TIG Project, an innovative project that will increase low-income individuals' access to NLSLA's services by developing and implementing a web and text-based triage system. The Database Coordinator will also assist with the unique data collection and analysis of individual grants and programs as needed.

**Position:** Data Coordinator, Operations

**Availability:** Availability is Immediate.

**Salary:** Salary starts at \$60,000, 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:** 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. Coordinate Legal Server work for the TIG Online Triage project. Provide technical support, configuration, training and assistance to internal Legal Server users. 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. Experience with Legal Server will be considered an advantage. 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:

NLSLA is one of Los Angeles County's leading public interest law offices and has been the primary legal aid program serving the cities of Burbank and Glendale and the San Fernando and Antelope Valleys for more than 50 years and the city of Pasadena and San Gabriel and Pomona Valleys since 2000. The NLSLA staff of 135+, including 55+ lawyers, provides legal assistance to low-income individuals, families and groups in the areas of family law and domestic violence, housing, health care, education, public benefits, economic and job development, immigrant rights, consumer rights and environmental justice. The NLSLA headquarters is located in Glendale, CA with branch offices in Pacoima, and El Monte.

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. Founded in response to the nation's War on Poverty, each year NLSLA provides free assistance to more than 100,000 individuals and families through innovative projects that address the most critical needs of impoverished communities.

### 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@nlsla.org](mailto:employment@nlsla.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.**