

JOB ANNOUNCEMENT:
Executive Assistant to Chief of Staff
 July 2021

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.

The Executive Office Associate is responsible for supporting the Chief of Staff (COS) in successfully managing strategic initiatives and special projects. This work will include but is not limited to: creating systems and processes, organizing meetings and agendas, troubleshooting organizational issues and recommending innovative solutions, providing excellent customer service to internal and external stakeholders, maintaining the COS's calendar, liaising with staff at all levels of the organization, being an ambassador for NLSLA and the President & CEO's Office within the organization and in the community.

Position: Executive Assistant, reports to the Chief of Staff.

Availability: Open Immediately

Salary: Salary \$58,000+ 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.

Qualifications:

- Excellent organizational skills
- Superior written and verbal communication
- High level of emotional intelligence
- Respect for maintaining confidential information private
- Professional and positive attitude
- Ability to adapt and shift focuses multiple times throughout the day
- Adept at working with staff and community members from diverse backgrounds
- Willingness to work late and on some weekends
- Excel, PowerPoint and Microsoft Word
- Fluency in Spanish language is a plus
- Compassion and empathy for all people

Neighborhood Legal Services of Los Angeles County | 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

 LEGAL SERVICES CORPORATION

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:**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

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.