



Neighborhood Legal Services  
of Los Angeles County

**JOB ANNOUNCEMENT:**  
Mobilehome Project Attorney  
October 2021

Join the 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 litigation, providing litigation, training, policy advocacy, technical assistance, and community education.

The Mobilehome/Housing Paralegal will be an integral part of a dynamic team of housing advocates that will work to advocate for mobilehome owners in a variety of civil and administrative disputes. Prior experience serving low-income individuals and client groups on housing and eviction matters, with a sensitivity to those in crisis is preferred. Ability to work collaboratively in a team setting, excellent interpersonal skills, and the ability to liaison with community partners is required. Strong communication skills (oral/written) in English and Spanish, coupled with patience and sensitivity with people in crisis situations.

**Position:** Staff Attorney, Temporary

**Availability:** Availability is Immediate.

**Salary:** Starting at \$68,000 + commensurate with experience. Excellent benefits which include: choice of medical, dental, vision; life and disability insurance plans; 403(b); 125 plan; loan reimbursement, bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.

**Duties and Responsibilities:** This advocate will be expected to conduct intake interviews, prepare educational materials, and collaborate with community partners. The advocate will manage a caseload commensurate with experience and may litigate some cases through trial including filing appropriate motions, propounding discovery, prepare trial briefs and engage in settlement negotiations. The advocate will also maintain expertise on a range of housing issues affecting low-income individuals; provide outreach and education to tenants and community groups; and assist with some training and education of support staff and pro bono volunteers/law students. Travel between NLSLA program offices and Los Angeles Superior courts will be 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**  
 **LSC** America's Partner  
for Equal Justice  
LEGAL SERVICES CORPORATION

**Qualifications:**

Candidates should have a JD and membership in the California State Bar. Individuals should be highly motivated and passionate about public service work with excellent writing, speaking and organizational skills. The ability to work collaboratively and effectively in a fast-paced environment are highly desirable. The candidate will be expected to work core hours from 8:30 a.m. to 4:30 p.m., Monday through Friday. Bilingual proficiency in Spanish preferred. COVID-19 vaccination is required, which is a condition of employment. Reasonable accommodations will be considered. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please send a request via email to [employment@nlsla.org](mailto:employment@nlsla.org)

**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, resume, and writing sample to:**

Lambreni Waddell, Chief of Staff & Interim 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. NLSLA provides equal benefits to employees with spouses and its employees with domestic partners**