



Neighborhood Legal Services
of Los Angeles County

**JOB ANNOUNCEMENT:
Executive Office Associate**
June 2022

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) and Executive Office 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. The Executive Office Associate will partner with NLSLA Vice President of Development & Marketing, Chief Financial Officer, and Executive Leadership in communication with NLSLA Board of Directors, including scheduling, tracking attendance, preparation of Board materials, and taking minutes for Board meetings.

Position: Executive Office Associate, reports to the Chief of Staff.

Availability: Open Immediately

Salary: Salary \$62,400.00 + 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; able to work onsite 4-days weekly.
 - Excel, PowerPoint and Microsoft Word
 - Fluency in Spanish language is a plus
 - Compassion and empathy for all people
 - COVID-19 vaccination is required, which is a condition of employment; reasonable accommodations will be considered.

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

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LEGAL SERVICES CORPORATION

About NLSLA:

Founded in 1965 as part of our nation's War on Poverty, Neighborhood Legal Services of Los Angeles County (NLSLA) is now one of the largest and most prominent public interest law firms in California. NLSLA provides free assistance to more than 115,000 low-income residents of Los Angeles County each year. The NLSLA staff of 180, including 80 attorneys, specialize in areas of the law that disproportionately impact low-income people, including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, services for justice-involved adults and youth, education rights, clean slate initiatives, and employment and training.

Through a combination of individual representation, high impact litigation, and public policy advocacy, NLSLA's advocacy combats the immediate and long-lasting effects of poverty and expands access to health, opportunity and justice. 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. In addition, NLSLA advocates are co-located in courthouses in Van Nuys, Lancaster, Chatsworth, Pomona, Pasadena, 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.

To apply:**Applicants should send a cover letter and resume 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

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.