



Neighborhood Legal Services  
of Los Angeles County

**JOB ANNOUNCEMENT:**  
Outreach Coordinator- Anti-Hate  
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.

NLSLA is seeking a temporary, part-time Outreach Coordinator to support the Stop AAPI Hate project in the development and execution of outreach and engagement strategies with community-based organizations serving AAPI population and assist in the development and execution of community events and educational presentations.

**Position:** Outreach Coordinator, Temporary

**Availability:** Availability is Immediate.

**Salary:** Salary starting at \$40,000 - commensurate with experience. Excellent benefits which include: choice of medical, dental, vision; life and disability insurance plans; 125 plan; 403(b), bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.

**Duties and Responsibilities:**

- Plan and implement community support and outreach meetings to identify community needs to promote wellness and healing for survivors of hate incidents and hate crimes
- Assist in scheduling, organizing, and promoting community outreach events and programs about Stop AAPI Hate.
- Assist in the development of flyers, educational materials, and PowerPoint presentations.
- Gather necessary materials for community-based workshops and events.
- Represent the organization at community events and promote NLSLA services and programs.
- Give presentations on NLSLA services, with an emphasis on the services provided by the Stop AAPI Hate team (must be comfortable with public speaking).
- Provide on-site support at community events to ensure positive experience for community members, NLSLA staff, and volunteers.
- Maintain excellent communication and positive working relations with staff and community partners. Assist with post-event correspondence including thank you notes to partners, attendees, staff, and volunteers.
- Respond to phone and email inquiries.
- Regular travel to other NLSLA branch offices, courts, government agencies, and community-based organizations in designated district.

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:** Strongly preferred that Candidate have at least one-year prior experience providing direct client services to survivors of hate incidents and hate crimes. Bilingual in Mandarin or Cantonese (or other AAPI language) preferred. Bachelor's degree in social work/human services or related field preferred (or equivalent experience).

COVID-19 vaccination is required, which is a condition of employment. Reasonable accommodations will be considered.

**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:** Forward resume and cover letter 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.**