



Neighborhood Legal Services  
of Los Angeles County

**JOB ANNOUNCEMENT:  
Outreach Coordinator- Clean Slate Initiatives (CSI) Team  
November 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, full-time Outreach Coordinator to support the Clean Slate Initiatives (CSI) team in the development and execution of outreach and engagement strategies in the Antelope Valley. The CSI team consists of a passionate group of advocates working to disrupt systemic racism and generational trauma through removing legal barriers presented by the presence of a criminal record. Ability to work collaboratively in a team setting, engage with the community, and effectively deliver community presentations (both virtually and in person) is required.

**Position:** Outreach Coordinator- Clean Slate Initiatives (CSI) Team  
Temporary Position

*Home office is in one of our program offices, but majority of the work will take place at outreach events in the Antelope Valley - residents of the Antelope Valley, including those that grew up in the region, are encouraged to apply. NLSLA is currently operating on a hybrid schedule, with an expectation that each employee works a minimum of two days per week in-office. The majority of in-person work for this position will occur either through co-location at an Antelope Valley community partner office, or in person at outreach events.*

**Availability:** Availability is Immediate.

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

**Duties and Responsibilities:** Attend outreach events organized by partner organizations in the Antelope Valley. Develop legal services-centered outreach events that help support grant deliverables. Contribute to the development of fact sheets, educational materials, and PowerPoint presentations as needed. 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 CSI team (must be comfortable with public speaking). Maintain excellent communication and positive working relations with staff and community partners. Support the CSI team with additional administrative and substantive functions as needed, such as gathering data, scheduling clients for clinics and workshops, and occasionally helping with intake.

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

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LEGAL SERVICES CORPORATION

### Qualifications:

Prior experience working for community-based organizations for at least two years is preferred (bonus if applicant is familiar with, or has worked in, the Antelope Valley). Ideal applicant is comfortable taking initiative, managing time efficiently, and working independently. Strong verbal, written, and interpersonal communication skills. Ability to meet and communicate with individuals from a broad range of ethnic and socio-economic groups. Ability to regularly travel and transport materials to in-person outreach events. Flexibility in working some weekends and evenings. Demonstrated commitment to applying principles of diversity, equity, and inclusion in performance of job duties. While not required, this team welcomes system-impacted individuals to apply.

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-pasting 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, 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.**