



Neighborhood Legal Services
of Los Angeles County

JOB ANNOUNCEMENT: Database Coordinator January 2023

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 Database Coordinator is principally responsible for maintaining and optimizing NLSLA's data and case management system (CMS), monitoring the integrity of the data, conducting user trainings, streamlining business processes, creating reports and visualizations, and assisting with data extraction, analysis, and reporting. NLSLA utilizes Legal Server, an online CMS, to store information and documents relating to clients, staff, cases, and projects, including case outcomes and advocate time keeping. The Database Coordinator will maintain and optimize the Legal Server CMS to best meet executive, administrative, user, and client-related data needs for both internal management needs, and various grants management and standardized reporting needs. The Database Coordinator will support NLSLA's grants and projects, including, but not limited to, NLSLA's Online Triage Portal Project, a Legal Services Corporation Technology and Innovation Grant (TIG), an innovative project that will increase low-income individuals' access to NLSLA's services by developing and implementing a web and text-based triage system. The Database Coordinator will also assist with data analysis and reporting for individual grants and programs as needed, including, but not limited to, the Legal Services Corporation and CA State Bar.

Position: Database Coordinator, Operations

Availability: Availability is Immediate.

Salary: Salary range \$65,000 - \$72,000 -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) with employer contribution, bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.

Duties and Responsibilities: Maintain and update Legal Server configuration for purposes of grant and programmatic requirements and implement and educate staff on changes to the system, as needed. Support NLSLA's grants and projects, including, but not limited to, Legal Server work for the TIG Online Triage Portal Project. Provide technical support, configuration, training and assistance to internal Legal Server users. Develop, prepare and submit grant reports and fulfill data requests from leadership team members and staff as needed, including, but not limited to, reports for the Legal Services Corporation and CA State Bar.

Qualifications: Four-year degree preferred. Experience with legal case management system or similar preferred. Experience with Legal Server will be considered an advantage. Ability to work independently in a diverse workplace and within a dynamic environment. Computer

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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proficiency in MS Office Suite, specifically Excel. Excellent oral and written communication skills. Prior experience in positions, which demonstrated the ability to prioritize work, able to multi-task and handle multiple responsibilities. Strong attention to detail, accuracy, and presentation. Excellent analytical and evaluative skills. Strong interpersonal skills, flexibility and the ability to work effectively in high pressure environment in a mission-driven organization. Ability to plan and execute training for users in all positions. Experience using case management systems in a legal aid or law firm environment preferred. Prior experience working with a legal services/aid organization, non-profit or government setting helpful.

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-persisting 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:

Human Resources
Neighborhood Legal Services of Los Angeles County
1102 E. Chevy Chase Drive
Glendale, CA 91205
Fax: (818) 291-1790 E-mail: employment@nsls.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.