



Neighborhood Legal Services  
of Los Angeles County

## **JOB ANNOUNCEMENT: Office Manager, El Monte May 2023**

Join Neighborhood Legal Services of Los Angeles County (NLSLA) and become part of a devoted team of advocates that provide life-changing legal services to address issues that disproportionately impact individuals and families living in poverty.

The Office Manager is a member of NLSLA's leadership team and partners closely with the Human Resources Department, IT Department and Building Manager to identify and address the needs of staff, clients and applicants utilizing the El Monte office. They oversee the daily office operations for the El Monte office and are the primary point of contact for staff based in El Monte, local vendors, and external stakeholders. The ideal candidate can communicate clearly (orally and in writing), exhibit sound judgment, lead projects independently, work under pressure, and handle confidential matters with discretion.

The Office Manager will supervise a secretary and security guard and will report to NLSLA Chief of Staff.

**Position:** Office Manager, Exempt

**Availability:** Availability is Immediate.

**Salary:** Salary Range \$65,000 - \$75,000, 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:**

- Develop office policies and procedures, and ensure they are implemented appropriately
- Order and track inventory of office supplies, equipment, and furniture
- Oversee all assignments and changes in staff workspaces at El Monte office
- Address complaints from client, walk-in applicants and community partners and staff
- Assess and address needs of staff related to workspace, technology or interpretation/translation, administrative support, etc.
- Plan and coordinate meetings and special events
- Collaborate with other leaders to develop and implement program-wide policies and procedures, including safety and emergency response measures

**Qualifications:** Required qualifications include:

- Minimum of 5-years of work experience, preferably in an administrative or office management role
- Flexibility and creativity; Effective problem solver
- Excellent written and verbal communication skills

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

- Attention to detail; Strong organizational and planning skills
- Proficient utilizing common office software and equipment

Preferred qualifications include:

- Knowledge of human resources management practices and procedures
- Experience working in a law firm or non-profit organization
- Bilingual, Spanish or Mandarin preferred

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:

**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  
 E-mail: [employment@nlsla.org](mailto:employment@nlsla.org)  
 Fax: (818) 291-1790

**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.**