



Neighborhood Legal Services
of Los Angeles County

JOB ANNOUNCEMENT: Stay Housed LA Pro Bono Coordinator

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 low income communities. These services include outreach, recruitment, training and supervision of volunteer attorneys providing pro bono representation to low income tenants. The Pro Bono Coordinator will also help supervise and train volunteer attorneys participating in NLSLA's housing clinics.

Position: Stay Housed LA Pro Bono Coordinator

Availability: Availability is Immediate.

Salary: Salary starts at \$76,000- \$84,000- 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, loan reimbursement, sick and vacation pay, and 14 employer-paid holidays.

Duties and Responsibilities: The Pro Bono Coordinator will work with the Director of Pro Bono recruiting volunteer attorneys and law students to provide legal assistance to low income tenants. Working with the Supervisor of NLSLA's Stay Housed Team, the Pro Bono Coordinator will train and supervise volunteer attorneys taking on full scope housing cases through Stay Housed LA. The Pro Bono Coordinator will help train, recruit, and supervise volunteer attorneys, law students, and paralegals for NLSLA's Stay Housed clinics. The Pro Bono Coordinator will work with the Stay Housed Team in updating, developing, and coordinating substantive trainings for all volunteers of the Stay Housed Clinics. The Pro Bono Coordinator will conduct presentations and trainings on housing law, with an emphasis on eviction defense at law schools, law firms, Bar Associations, and community forums.

Qualifications: Licensed by the California State Bar with a minimum of two years' experience in legal services;

- Knowledge of landlord-tenant, housing law, and the eviction process preferred;
- Litigation experience preferred;
- Demonstrated commitment to serving the needs of low-income persons;
- Demonstrated ability to function professionally and effectively within a highly stressful environment;
- Ability to work effectively as part of a team while also able to work independently;
- Ability to work effectively with staff, volunteers, students, attorneys, and community members;
- Ability to communicate effectively and tactfully; maintain positive relations with diverse populations and with stakeholders;

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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- Ability to meet deadlines and perform multiple tasks while maintaining attention to detail, show initiative, and manage time effectively;
- Ability to collect, analyze and summarize data for project planning and reporting;
- Additional language ability, preferred;
- Excellent writing and public speaking skills

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 190, 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:

Please [click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

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.