



Neighborhood Legal Services  
of Los Angeles County

## **JOB ANNOUNCEMENT** **Supervising Attorney- Stay Housed LA Project**

Join Neighborhood Legal Services of Los Angeles County (NLSLA) and become part of an energetic team of advocates that provides a wide range of legal services aimed at addressing issues that disproportionately impact low income communities. These services include high impact litigation, direct services, public policy advocacy, providing training and technical assistance, community education, and supportive services.

NLSLA is currently seeking a Supervising Attorney to oversee a team of attorneys and paralegals as part of our Stay Housed program aimed at addressing the housing crisis, which has been exacerbated by the Covid-19 pandemic. The team of advocates will be focused on providing legal assistance to tenants in eviction proceedings. The ideal candidate will be a skillful attorney who excels in a fast-paced, dynamic anti-poverty law practice and is capable of leading advocacy in multiple forums. The candidate must have a demonstrated passion and commitment to public interest law and prior experience assisting low-income individuals and client groups. The ideal candidate should possess strong oral/written communication, leadership and advocacy skills coupled with patience and sensitivity to working with people in crisis.

The candidate should also be self-motivated with the ability to multi-task; be able to work collaboratively in a team setting and to foster and maintain relationships with community partners. Bilingual proficiency in Spanish, Armenian, Chinese or another language spoken in poverty communities is strongly preferred.

- Position:** Supervising Attorney
- Availability:** Open Immediately.
- Compensation:** Salary \$105,000-\$120,000, commensurate with experience. Excellent Benefits including: choice of medical, dental, vision; life and disability insurance; FSA; 403(b) with employer contribution, loan assistance repayment program, bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.

- Duties and Responsibilities:**
- Supervise housing advocacy team of staff attorneys, paralegals, and other advocates.
  - Oversee intake, case management, case review, review substantive casework, accompany new advocates in court hearings and back up advocates and volunteers at weekly housing clinics.
  - Support, mentor and guide professional development of staff.
  - Build a cohesive, engaged, supportive team that works collaboratively, develop clear objectives and priorities, and maintain open communication.
  - Help to maintain project data, reports, and ensure housing grants compliance.
  - Regularly communicate with community partners and participate in community partner management meetings.
  - As a member of the NLSLA Leadership Team, interact with other managers to ensure quality services are provided to clients.

Neighborhood Legal Services of Los Angeles County | [www.nsls.org](http://www.nsls.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

- Regular travel to other NLSLA branch offices, courts, government agencies, and community-based organizations throughout the Antelope, San Fernando, and San Gabriel Valleys.

**Qualifications:**

The ideal candidate would have at least 5 years of experience in housing advocacy and leading successful legal projects. A demonstrated understanding of issues affecting low-income communities. Prior experience working with programs serving individuals experiencing homelessness and demonstrated knowledge of landlord-tenant, housing law and the eviction process. Prior experience supervising attorneys and advocates and ability to inspire and motivate a diverse team. Must be licensed and eligible to practice law in California.

**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 198, including 85 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-parting 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.**