



## **Staff Attorney - Shriver Self-Help Housing Project**

NLSLA provides free assistance to more than 150,000 individuals and families a year through innovative projects that expand access to justice and address the most critical needs of people living in poverty throughout Los Angeles. We are a community of people who see the law as a powerful tool to fight for individual rights and social change. Our work aims to unravel entrenched disparities that have resulted from longstanding injustice, systemic racism, and institutionalized inequality.

As such, we know that a diverse mix of minds, backgrounds and experiences enhance our vision. This value is embodied within the diversity of our community offerings and among the colleagues that help enliven our culture. Cultivating an inclusive work environment that values a range of talent and ideas is a top priority for us. We enthusiastically encourage candidates of all backgrounds and abilities to apply. Reasonable accommodations may be made.

### **ABOUT THIS POSITION:**

The Attorney is responsible for working with NLSLA staff and volunteers to operate a self-help legal access center at the Stanley Mosk courthouse. The Staff Attorney will be an integral part of a dynamic team of advocates at four public interest law offices working on a pilot project examining the impact of legal services on individuals, the court and the community in the Unlawful Detainer system. The Staff Attorney will help to lead the site staff in assisting and educating self-represented litigants with housing issues. The attorney will assist site staff in service delivery, conduct intake interviews, provide brief service and advice to litigants, and prepare educational materials.

In this role, you would report to the Supervising Attorney and a career path may result in future opportunities as a Senior Attorney. This position is exempt.

### **THIS POSITION MAY BE RIGHT FOR YOU IF:**

- **YOU THRIVE IN A FAST-PACED ENVIRONMENT** and excel at moving through tasks and problem solving independently.
- **YOU ARE A TEAM PLAYER** and enjoy supporting your colleagues.
- **YOU DON'T SWEAT THE SMALL STUFF** and can maintain a positive attitude and goal-oriented focus in an ever-changing and sometimes ambiguous environment.
- **YOU ARE A GIFTED COLLABORATOR** and enjoy working in a high-volume team environment.

## **WHAT YOU CAN EXPECT TO DO IN THIS ROLE:**

- Assisting litigants with preparation of pro per motions and letters, brief counsel/advice, intake/assessment of merits in the underlying eviction case for possible extended services, and facilitating workshops related to the eviction process/preparation of forms.
- Train and supervise students and other volunteers working at the center.
- This position may also include some work on policies issues related to housing/evictions and court appearances when appropriate.
- Travel to other NLSLA branch offices, courts, government agencies, shelters and community-based organizations in Los Angeles County may be required.

## **HOW YOU CAN STAND OUT:**

For this role, the ideal candidate has

- Bilingual verbal, reading, and writing proficiency in Spanish.

You will also stand out if you have:

- Worked in a legal services firm.
- Passion for supporting people from different lived experiences.

## **WHAT YOU'LL NEED ON DAY ONE:**

- A JD from an accredited law school.
- Current membership in the California Bar.
- Intermediate knowledge of Microsoft Outlook, Word, and Excel.
- Minimum of 1 year experience in landlord/tenant law preferred but will consider recent law school graduates.
- Excellent writing, speaking and organizational skills and the ability to communicate effectively with clients, community organizations, attorneys, the judiciary, and the public.
- Ability to work effectively with staff and volunteers.
- Shall enjoy working with the public and available to work core hours from 8:30 a.m. to 4:30 p.m., Monday through Friday.

## **WHAT WE OFFER:**

The salary range for this position is \$78,000-\$86,000.

Benefits include:

- 35-hour workweek with a hybrid schedule.
- 15 paid holidays per year
- 2 to 5 weeks of vacation per year depending on seniority.
- 12 days of sick leave per year.
- Medical, dental, and vision insurance; life and AD&D insurance; FSA; and EAP.
- A 403(b)-retirement plan with employer contributions.
- Monthly bilingual supplement.
- Lawyer student loan reimbursement assistance program.

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

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### **Equal Employment Opportunity Policy**

NLSLA is committed to provide a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination based on each and every characteristic protected under the law and beyond.

Decisions related to hiring, compensating, training, evaluating performance, promoting, or terminating are made fairly, and are based on job-related qualities and abilities. We provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome.

We further expect every member of the NLSLA community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included, and is afforded the respect and dignity they deserve.

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### **NLSLA Commitment to Diversity, Equity, Inclusion**

NLSLA believes that racial healing and addressing inequities related to disability, religion, sexual orientation, class structures, gender, and race, are fundamental to expanding access to health, opportunity, and justice across diverse communities.

We are committed to fostering a culture of inclusion and belonging within our organization and the communities we serve. We achieve this through:

- **Continuous Learning:** Cultivating cultural competency and humility among staff through ongoing training, open dialogue, and self-reflection.
- **Equitable Practices:** Regularly reviewing and revising policies, procedures, and decision-making processes to ensure fairness and access for all.
- **Strategic Resource Allocation:** Directing resources towards initiatives that empower diverse communities and dismantle systemic barriers.
- **Meaningful Community Engagement:** Partnering with the communities we serve to co-create solutions and foster trust.

- **A Respectful Workplace:** Providing a work environment free from discrimination and where every individual is valued, heard, and respected for their unique contributions.