



## **Chatsworth/Van Nuys Self-Help Legal Access Center Attorney**

NLSLA provides free assistance to more than 160,000 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 will work collaboratively with judiciary, court staff, and self-help staff to improve pro per access to the court. Assist in conducting family, housing, restraining orders or other civil matters workshops for individuals. Train and supervise volunteer attorneys, law students, JusticeCorps members, and community volunteers. Will also assist with the preparation or review of pro per housing, family law, or other civil matter court forms; provide legal education and appropriate referrals.

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 and temporary.

### **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 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 KNOW THAT INTEGRITY MATTERS** and exhibit a strong adherence to ethical standards including, but not limited to, the ability to maintain confidentiality and fiduciary responsibility.

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

- Play an active role in the delivery and implementation of legal self-help services in person at the Van Nuys Courthouse, Chatsworth Courthouse, and remotely.
- Provide substantive self-help support to paralegals, interns, and volunteers.

- Maintain an active workload composed of self-help assistance and technical assistance requests. Work collaboratively with the entire self-help team and court partners both in person and remotely.
- Travel to the Van Nuys and Chatsworth Courthouse Self-Help Center, NLSLA program offices, and other locations throughout Los Angeles County is required.

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

For this role, you will also stand out if you have:

- Worked in a legal services firm.
- Experience running clinics or making presentations.
- Experience in family or housing law.
- Bilingual skills in Spanish or another language.

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

- A JD from an accredited law school
- Intermediate knowledge of Microsoft Outlook, Word and Excel, business communication platforms, and web-based case management platforms.
- Passion for NLSLA mission and demonstrated commitment to advocating for the legal rights of low-income individuals.
- Passion, empathy, and compassion for supporting people from different lived experiences.

### **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.
- 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.

---

## 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.

---

## 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.