



Supervising Attorney- Stay Housed LA 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:

Stay Housed L.A is a partnership between Los Angeles County, the City of Los Angeles and local community and legal service providers to implement a county-wide right to counsel program. Together, we provide the tenants of Los Angeles County with a range of services from providing legal information and resources and in some cases, providing representation in court eviction proceedings. The Supervising Attorney oversees a team of attorneys and paralegals. 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 across multiple practice areas.

In this role, you would report to the Director of Housing and Homelessness Prevention and a career path may result in future opportunities. 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 COMFORTABLE MULTI-TASKING** and maintain composure and productivity amongst competing priorities and responsibilities.
- **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:

- 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.
- Travel to NLSLA program offices, courthouses, and other locations throughout Los Angeles County may be required.

HOW YOU CAN STAND OUT:

For this role, the ideal candidate has

- Strong organizational skills
- Strong listening and communication skills
- Strongly prefer fluency in Spanish or one of the other threshold languages (Mandarin, Armenian, Korean)

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 and active California State Bar license.
- Minimum of five (5) years of experience developing and undertaking significant advocacy in multiple forums and leading successful legal projects.
- Prior experience working with programs serving the homeless or the substantive areas of public benefits, consumer, housing and/or family law is preferred.
- Prior supervisory experience.
- Intermediate knowledge of Microsoft Outlook, Word and Excel.
- Strong typing skills.
- Knowledge of MS Office, Windows, business communication platforms, and web-based case management platforms.
- Ability to work collaboratively in a team setting, support multiple advocates with patience and sensitivity, execute grant deliverables, and prioritize team delivery of high-quality, trauma-informed services.
- Excellent interpersonal skills including being attentive to cultural needs and differences.
- 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 \$98,000-\$122,500.

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.