



Estate Planning/Probate Attorney- Part-Time

NLSLA provides free assistance to more than 175,000 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.

ABOUT THIS POSITION:

In 2019, in response to the Woolsey fire, NLSLA launched a new program to assist clients with estate planning and probate matters. Recognizing the ongoing need in the communities we serve, NLSLA has continued to provide trust and estates services to low-income communities throughout Los Angeles County. Over the last 5 years, our Trust and Estate's team has helped numerous low-income families preserve their homes and family wealth through essential estate planning services. As demand for these services grows, NLSLA is seeking a part-time Estate Planning/Probate Attorney to help expand our reach.

The ideal candidate will provide comprehensive legal counsel to low-income clients, helping them create effective estate plans tailored to their needs. Experience in probate and trust administration, as well as conservatorships, guardianships, and trust and estate litigation, is highly desirable. Strong analytical, communication, and interpersonal skills are a must.

This position reports to the Director of Pro Bono and offers potential for future growth. It is a part-time, exempt role (17.5 hours per week). We invite qualified candidates to apply for this rewarding opportunity.

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 DRIVEN BY A SELF-LEARNING, INDEPENDENT ENVIRONMENT.

- YOU'VE GOT SUPERIOR COMMUNICATION SKILLS and can explain complex things in an easy-to-understand way.
- YOU HAVE AN EAGLE EYE FOR ERRORS and can proof, review and improve documents, plans, and proposals with exquisite precision.
- 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:

- Collaborate with clients to understand their estate planning goals and objectives.
- Conduct thorough reviews of clients' financial documents, wills, trusts, and other relevant information to assess their current estate plans.
- Develop and implement customized estate planning strategies to protect clients' assets and meet their desires.
- Draft and review legal documents including wills, trusts, powers of attorney, and healthcare directives.
- Advise clients on the legal and financial implications of their estate planning decisions.
- Assist clients in establishing and administering trusts, including special needs trusts.
- Represent clients in probate court proceedings, estate administration, and trust litigation when necessary.
- Stay updated on changes in estate planning laws and regulations to ensure compliance and provide accurate advice to clients.
- Cultivate and maintain strong relationships with clients, providing ongoing support and guidance throughout the estate planning process.
- 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

- Two (2) years of experience practicing estate planning law.

You will also stand out if you have:

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

WHAT YOU'LL NEED ON DAY ONE:

- Juris Doctor degree from an accredited law school.
- Active license to practice law in California.

- Willingness to learn how to develop and implement comprehensive estate plans tailored to individual clients' needs.
- Excellent analytical, research, and problem-solving skills.
- Outstanding written and verbal communication skills.
- Exceptional interpersonal skills with the ability to build and maintain strong client relationships.
- Detail-oriented with strong organizational and time management abilities.
- Ability to handle multiple cases and prioritize workload effectively.
- Working knowledge of Microsoft Outlook, Word and Excel, business communication platforms, and web-based case management platforms.
- Passion about public service work.
- 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, if it were full-time, would be \$78,000–\$86,000 annually. However, this is a part-time role at 50% (17.5 hours) of a full-time schedule, and compensation will be adjusted accordingly, with a prorated salary of \$39,000–\$43,000 annually, based on experience and qualifications.

Benefits include:

- 17.5-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. Reasonable accommodations may be made.

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.