



## **Pro Bono Volunteer Coordinator**

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. Reasonable accommodations may be made.

### **ABOUT THIS POSITION:**

NLSLA is seeking a Pro Bono Volunteer Coordinator, a new role funded by a two-year grant from the Diana and Dorothy Brooks Foundation. The Coordinator will support the Clean Slate Initiatives (CSI) and Immigration Teams on two key projects.

For our CSI Team, the Coordinator will recruit, train, and supervise volunteers to staff a monthly expungement clinic and traffic ticket workshop, while exploring case placements beyond clinic settings. Working with the Director of Pro Bono and CSI Supervising Attorneys, they will revamp training materials, deliver presentations to recruit volunteers, and provide ongoing support and supervision to build law firms' expertise in this work.

For our Immigration Team, the Coordinator will monitor executive orders and administrative activities to ensure the Team stays current on federal policies and practices. The Coordinator will also update 'Know Your Rights' materials and presentations in response to the shifting legal landscape, recruit partner organizations to assist with outreach and education, and lead role-playing exercises in multiple languages to prepare community members for unexpected encounters. They will also assist with emergency response materials, including caregiver affidavits, directives for family care (in the event of deportation), and stay-of-removal document guides.

In this role, you would report to the Director of Pro Bono. This position is exempt and temporary.

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

- YOU THRIVE IN A FAST-PACED ENVIRONMENT
- YOU ARE DRIVEN BY DESIRE TO LEARN SKILLS AND AREAS OF THE LAW

- YOU'VE GOT SUPERIOR COMMUNICATION SKILLS and can explain complex things in an easy-to-understand way.
- 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 the CSI and Immigration Teams to develop written materials and participate in outreach events.
- Recruit, train and supervise volunteer attorneys.
- Develop and update pro bono materials.
- Meet with law firms, bar associations and law schools to recruit volunteers for the CSI clinics.
- Work with law firms to develop cohorts of attorneys for the CSI clinics.
- Closely monitor evolving laws (local, state, federal) that impact immigrants.
- Staff outreach events with the Immigration Team, including Know Your Rights presentations.
- Coordinate with other legal aid organizations and CBOs engaged in immigration advocacy work.

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

For this role, the ideal candidate has:

- Worked in a legal services setting for a minimum of 3 years.
- Demonstrated a commitment to serving low-income community members, with a sensitivity to those in crisis and experiencing trauma.
- Worked with pro bono attorneys and partners.
- Created and delivered presentations to a wide variety of audiences, including Limited English Proficient (LEP) individuals.
- Familiarity with expungement work.
- Experience engaging in advocacy to empower, support, and protect immigrants.
- Exceptional written and oral communication skills.

You will also stand out if you have:

- Passion for supporting people from different lived experiences.
- Spanish language fluency (oral and written).

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

- A JD from an accredited law school and active California State Bar license.
- Knowledge of MS Office, Windows, business communication platforms, and web-based case management platforms.
- 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.
- Stellar organizational skills.
- The ability to effectively toggle between projects that advance justice in different areas of law.

## **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.

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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.