



## **Pro Bono Volunteer Coordinator**

### **Change Lives and Transform Communities – Join Our Pro Bono Team!**

Neighborhood Legal Services of Los Angeles County (NLSLA) provides free assistance to over 160,000 individuals and families each year through innovative projects that expand access to justice. Our mission is to unravel entrenched disparities caused by systemic racism and inequality. We see the law as a powerful tool for social change and we're looking for passionate individuals to help us fight for justice.

We value diverse perspectives and experiences, and we believe that a strong community is built through inclusivity. NLSLA is proud to foster an environment that welcomes individuals from all backgrounds and abilities, and we encourage all qualified candidates to apply.

### **About the Role**

NLSLA seeks a Pro Bono Volunteer Coordinator for a two-year grant-funded role supporting the Clean Slate Initiatives (CSI) and Immigration Teams.

For CSI, the Coordinator will recruit, train, and supervise volunteers for monthly expungement clinics and traffic ticket workshops, revamp training materials, and build law firms' expertise in this work.

For Immigration, they will track federal policy changes, update Know Your Rights materials, recruit partners for outreach, and lead role-playing exercises to prepare community members for legal encounters. They will also assist with emergency response materials, including caregiver affidavits and stay-of-removal guides.

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

### **What You'll Do**

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

### **What You'll Need**

- A Juris Doctor (JD) from an accredited law school.
- An 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.

### **Bonus Points if You**

- Are bilingual in Spanish, which is highly valued in our community outreach efforts.
- Are skilled in creating and delivering presentations, including for LEP audiences.
- Are familiar with expungement work and immigrant advocacy.
- Have worked with pro bono attorneys and partners.
- Have worked in a legal services setting for a minimum of 3 years.

### **Why You'll Love Working with Us**

At NLSLA, we believe in supporting our staff as they grow in their careers and live balanced lives. We offer:

- **Competitive Salary:** \$78,000–\$86,000, based on experience.
- **Work-Life Balance:** A 35-hour workweek and a hybrid work schedule to help you balance professional and personal commitments.
- **Generous Time Off:** 15 paid holidays, 2 to 5 weeks of vacation depending on seniority, and 12 days of sick leave. Compensatory time for exempt employees.
- **Comprehensive Benefits:**
  - Medical, dental, and vision insurance with a variety of plan options.
  - Basic Life and AD&D Insurance, Long-Term Disability Insurance.
  - 403(b) retirement plan and options for voluntary contributions.
  - Monthly bilingual supplement for qualified employees.
  - Lawyer student loan reimbursement assistance program.
- **A Culture of Inclusion:** We are committed to fostering a respectful, inclusive work environment where everyone can thrive.
- **Perks:** Technology reimbursement to help you stay connected and equipped to do your best work.

### Apply Today

Are you ready to make a lasting impact on the lives of vulnerable families in Los Angeles?

Apply now to join our team and be part of a mission-driven organization dedicated to justice and equity. [Click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

We are excited to hear from you!

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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's Commitments**

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 communities.
- **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.