



Legal Secretary- Disaster Assistance Project (DAP)

Change Lives and Transform Communities – Join Our Disaster Assistance Project 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. 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 is seeking a Legal Secretary to work on its Disaster Assistance Project (DAP) Team. The DAP Team was recently re-created in response to the 2025 Los Angeles Wildfires, and it has led not just NLSLA's disaster response efforts, but the L.A. County legal services community's response as well. To-date, these efforts have included maintaining a daily presence at the Pasadena/Altadena Disaster Recovery Center (DRC), hosting weekly tenants' rights clinics for disaster-impacted tenants and weekly FEMA appeals clinics, conducting extensive policy advocacy, and providing direct representation to wildfire victims. The Legal Secretary will be a critical position within the DAP Team.

The Legal Secretary will be expected to perform a full range of legal secretarial duties, including litigation support. This position will also participate in outreach events, support legal clinics, coordinate special projects and events, and engage and assist attorneys working with pro bono partners. The Legal Secretary will work closely and collaborate with other program secretaries for support.

In this role, you would report to the Pro Bono Manager. This position is non-exempt.

What You'll Do

- Perform a full range of legal secretarial duties, including preparation of correspondence, litigation related documents, clinic documents, and outreach materials.
- Respond to telephone calls and emails; schedule meetings; prepare court filing; and maintain calendar, filing and tickler systems.
- Comply with contractual requirements and ensure proper documentation and tracking of case files in accordance with program and grant requirements.
- Assist with reports, basic graphics, and other program needs.
- Participate in outreach events, support legal clinics, and coordinate special projects and events.
- Engage and assist attorneys working with pro bono partners, including assisting with contacting and scheduling pro bono attorneys and volunteers, tracking pro bono time, and organizing pro bono contacts.
- Be responsible for tracking and reporting pro bono participation.
- Work with the Team in keeping current on all disaster related developments.
- Extensive client contact.
- Litigation and case support.
- Interpretation and translation, and/or arranging for language access services.
- Shares workload with other program secretaries for support.
- Travel to NLSLA program offices, and other locations throughout Los Angeles County may be required.

What You'll Need

- Must be familiar with court filings and rules.
- 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.
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- Patience and sensitivity with people in crises situations.

Bonus Points if You

- Are bilingual in Spanish or one of the other threshold languages, which is highly valued in our community outreach efforts.
- Have previous experience as a legal secretary, litigation support experience, and/or worked in a legal services firm.
- Have experience working with attorneys, and in particular, pro bono partners.
- Have familiarity with disaster relief (local, state, national).
- Have experience with different forms of social media and outreach.
- Have a passion for assisting disaster survivors and those experiencing trauma or loss.

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:** \$43,000–\$49,000, 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.
- **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 with employer contributions and options for voluntary contributions.
 - Monthly bilingual supplement for qualified employees.
- **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!

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'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.