



## **Senior Attorney – 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**

We're seeking a Senior Attorney to join NLSLA's Disaster Assistance Project, supporting individuals facing legal challenges after disasters. As part of our response to the 2025 Los Angeles Wildfires, the Senior Attorney will assist survivors with FEMA and SBA appeals and other disaster-related legal issues.

This role includes staffing the Disaster Recovery Center, supporting staff and volunteers at the Altadena Disaster Recovery Center and legal clinics, including FEMA appeal clinics, and overseeing pro bono efforts. The Senior Attorney will also provide guidance and oversight to a paralegal, ensuring survivors receive critical legal assistance during recovery.

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

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

- Participate in staffing DRC one to two days per week and overseeing pro bono volunteers and other personnel who staff the Center.
- Engage in outreach to natural disaster survivors.
- Supervise pro bono volunteers at legal clinics and in disaster related cases.

- Develop consumer, case manager and pro bono online and in-person trainings on disaster legal issues.
- Develop readable consumer flyers and other materials for disaster survivors.
- Represent NLSLA at community events and meetings related to disaster preparedness and network with government, NGO, faith-based, and social services organizations relevant to disaster response.
- 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.
- Active practice of law for a minimum of six (6) years.
- Experience working in a pro bono and/or legal aid setting.
- Developed expertise and in-depth knowledge in working with pro bono and in administrative law settings.
- Knowledge of MS Office, Windows, business communication platforms, and web-based case management platforms.
- Excellent interpersonal skills include 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.

### **Bonus Points if You**

- Experience working with and supervising pro bono volunteers.

### **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:** \$92,000–\$100,000, 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 with employer contributions and options for voluntary contributions.
- Monthly bilingual supplement for qualified employees.
- Lawyer student loan reimbursement assistance program.
- **Mentorship and Growth:**
  - **For Experienced Attorneys:** You'll have the opportunity to mentor junior attorneys and contribute to a team that is making a meaningful difference in the Los Angeles community.
- **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.