



## **Support Staff Associate Supervising Attorney – Stay Housed LA Program**

### **Change Lives and Transform Communities – Join Our Eviction Defense 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**

Stay Housed L.A is a partnership between Los Angeles County, the City of Los Angeles and local community and legal service providers to implement a county-wide right to counsel program. Together, we provide the tenants of Los Angeles County with a range of services from providing legal information and resources and in some cases, providing representation in court eviction proceedings.

The Support Staff Associate Supervising Attorney provides leadership and oversight to a team of paralegals, intake workers and legal secretaries. The ideal candidate is a skilled attorney with strong attention to detail and commitment to administrative compliance who excels in a fast-paced, dynamic anti-poverty law practice.

In this role, you would report to the Supervising Attorney. This position is exempt.

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

- Supervise paralegals, intake workers and legal secretaries.
- Oversee intake and administrative compliance.
- Review paralegals' substantive casework.
- Draft motions, demand letters, pleadings and discovery.
- Coordinate outreach.
- Prepare project data, reports, and staff evaluations.

- Regularly communicate with community partners and participate in community partner management meetings.
- Be a member of the NLSLA Leadership Team and will interact with other managers to ensure quality of services are provided to clients.
- Support, mentor, guide and evaluate professional development of staff.
- Travel to NLSLA program offices, courthouses, and other locations throughout Los Angeles County may be required.

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

- A JD from an accredited law school and active California State Bar license.
- Minimum of three (3) years of experience developing and undertaking significant advocacy in multiple forums and leading successful legal projects.
- Prior experience with unlawful detainer litigation and housing law. Jury trial experience preferred.
- Strong typing skills.
- Knowledge of MS Office, Windows, business communication platforms, and web-based case management platforms.
- Ability to work collaboratively in a team setting, support multiple advocates with patience and sensitivity, execute grant deliverables, and prioritize team delivery of high-quality, trauma-informed services.
- 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.
- Empathy and compassion for people from different lived experiences.

### **Bonus Points if You**

- Are bilingual in Spanish, which is highly valued in our community outreach efforts.
- Have previous experience working in a legal aid or public interest law firm.

### **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–\$115,000, 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. Exempt employees are eligible for compensatory time in accordance with company policy.
- **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.
  - Loan Repayment Assistance Program, which provides law school student loan repayment assistance for eligible individuals.
- **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

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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.

We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance. Please note that, in limited circumstances, certain convictions may be considered incompatible with the responsibilities of specific roles, particularly where the safety and well-being of vulnerable client populations are a concern.

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#### **NLSLA's Commitments to Diversity, Equity, Inclusion**

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.