



Staff Attorney- Estate Planning/Probate

Change Lives and Transform Communities – Join Our Trusts and Estates Team!

Neighborhood Legal Services of Los Angeles County (NLSLA) provides free assistance to over 175,000 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

In 2019, in response to the Woolsey fire, NLSLA launched a new program to assist clients with estate planning and probate matters. Recognizing the ongoing need in the communities we serve, NLSLA has continued to expand and provide trust and estates services to low-income individuals and families throughout Los Angeles County. Most recently, NLSLA has been actively responding to the needs of Eaton Fire survivors, including providing estate planning services to support their recovery and long-term stability. The Estate Planning Attorney will work primarily with individuals and families impacted by the Eaton Fire.

The ideal candidate will provide comprehensive legal counsel to low-income clients, helping them in developing effective estate plans tailored to their needs. The position requires experience in probate and trust administration, conservatorships, and trust and estate litigation. Strong analytical, communication, and interpersonal skills are essential, and experience working with trauma survivors is highly desired.

This position reports to the Director of Pro Bono and is classified as exempt and temporary.

What You'll Do

- Collaborate with clients to understand their estate planning goals and objectives.
- Conduct thorough reviews of clients' financial documents, wills, trusts, and other relevant information to assess their current estate plans.

- Develop and implement customized estate planning strategies to protect clients' assets and meet their desires and needs.
- Draft and review legal documents including wills, trusts, powers of attorney, and healthcare directives.
- Advise clients on the legal and financial implications of their estate planning decisions.
- Assist clients in establishing and administering trusts, including special needs trusts.
- Stay updated on changes in estate planning laws and regulations to ensure compliance and provide accurate advice to clients.
- Engage in outreach to the community and create outreach materials as needed.
- This position is designated as hybrid. Employees are required to work on-site a minimum of two (2) days per week, with the remaining time eligible for remote work as business needs allow. Specific in-office days may be set by the department or manager to support team collaboration and organizational priorities.
- Travel to NLSLA program offices, courthouses, and other locations throughout Los Angeles County may be required.

What You'll Need

- J.D from an accredited law school and an active license to practice law in California.
- Willingness to learn how to develop and implement comprehensive estate plans tailored to individual clients' needs.
- Excellent analytical, research, and problem-solving skills.
- Outstanding written and verbal communication skills.
- Exceptional interpersonal skills with the ability to build and maintain strong client relationships.
- Detail-oriented with strong organizational and time management abilities.
- Ability to handle multiple cases and prioritize workload effectively.
- Working knowledge of Microsoft Outlook, Word and Excel, business communication platforms, and web-based case management platforms.
- Passion about public service work.
- 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

- Two (2) years of experience practicing estate planning law.
- Worked in a legal services firm.
- Are bilingual in Spanish, due to the high number of Spanish-speaking residents in the community, or in any of the other Los Angeles threshold languages, which is highly valued in our community outreach efforts.

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:** \$85,000–\$93,000, based on experience.
- **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 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

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.

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.