



## **Director of Housing & Homelessness Prevention**

### **Change Lives and Transform Communities – Come Lead Our Housing Department!**

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**

The Director of Housing and Homelessness Prevention is responsible for helping create and execute NLSLA's vision for how to secure, preserve, and obtain affordable housing for vulnerable Angelenos. The Director supervises the supervising attorneys of our Stay Housed and Lawyers Preventing and Ending Homelessness Project (PEHP) teams. The Director also collaborates with stakeholders (community partners, pro bono providers, governmental agencies, and other legal service providers), monitors housing grant compliance and deliverables, and provides opportunities to housing advocates for professional development.

The Director is responsible for monitoring issues affecting low-income individuals and families with an eye toward identifying opportunities for systemic advocacy, including impact litigation and policy advocacy, and participates in those efforts as appropriate.

The Director of Housing & Homelessness Prevention is a member of the Senior Management Team and reports to the Legal Director. This position is full-time and exempt.

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

- Lead NLSLA's engagement in housing and homelessness prevention conversations at the local, state, and national level, including discussions with government agencies, elected officials, legal services partners, community-based organizations, and foundations and funders. Engage in Legal Services Corporation-compliant administrative and legislative advocacy related to housing and homelessness

policy. Work closely with the Director of Policy & Administrative Advocacy and the supervisors of NLSLA's housing teams to uplift community voices and NLSLA's housing and homelessness prevention work.

- Lead NLSLA's engagement with the Right to Counsel Steering Committee, Stay Housed Steering Committee, advocate convenings (including Western Center on Law & Poverty monthly calls), and other relevant coalitions.
- Oversee and support NLSLA's housing advocacy, encouraging supervisors and staff attorneys to pursue all aspects of housing litigation, administrative hearing representation, and other administrative advocacy.
- Attend Stay Housed, PEHP, and Shriver Housing Project LA case reviews and NLSLA's bi-monthly convening of housing advocates to monitor the issues presenting, help identify trends, and guide teams in deciding when it might be appropriate to take further action, whether within the team or beyond (i.e., referring to SCALE, raising with external partners and coalitions), via litigation or other forms of advocacy.
- Convene all NLSLA supervisors that have housing as a component of their practice to achieve strategic alignment and identify housing-oriented impact work across the program.
- Develop and maintain expertise on a range of housing issues affecting low-income individuals.
- Supervise the supervisors of the Stay Housed and PEHP teams, providing support, mentorship and guidance.
- Work with the Legal Director, Directors of Litigation, Director of Policy & Administrative Advocacy, and housing team supervisors to facilitate formal trainings on housing law for NLSLA advocates and pro bono partners.
- Support NLSLA housing attorneys as needed (for example, consulting on cases, accompanying less-experienced attorneys to court, and serving as a second chair at trial).
- Draft/manage comment letters with local housing authorities (HACLA, LACDA).
- Lead NLSLA's engagement with elected officials (including individual members, County BOS meetings, and City Council meetings) and the press.
- Oversee the housing teams' outreach and education to tenant and community groups. Support the housing supervisors in determining which outreach and education opportunities to undertake.
- Support the Stay Housed Supervising Attorney's management of NLSLA's Stay Housed contract. Lead the negotiation of NLSLA's Stay Housed contract externally; provide strategic guidance on budgeting and personnel internally.

- Support the PEHP Supervising Attorney's management of the funding sources for NLSLA's PEHP team. Lead the negotiation of NLSLA's PEHP contract and other grants funding PEHP's work externally; provide strategic guidance on budgeting and personnel internally.
- Participate as a member of NLSLA's Senior Team to help guide and implement the program's vision and priorities.

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

- A JD from an accredited law school and an active California State Bar license.
- Minimum of seven (7) years of prior experience working on housing issues, and particularly those that impact low-income tenants and unhoused individuals.
- Minimum of five (5) years of supervisory and/or leadership experience.
- Effective oral and written communication skills.
- Passion for NLSLA's mission and a demonstrated commitment to advocating for the legal rights of low-income individuals.
- Patience and sensitivity for people who have experienced trauma or are in crisis situations.
- Knowledge of MS Office, Windows, business communication platforms, and web-based case management platforms.

### **Bonus Points**

- Have previous experience working in a legal aid or public interest law organization.
- Have experience in a senior leadership role, demonstrating the ability to engage in a high-level strategic planning and organizational decision-making.
- Have experience as a senior attorney, managing complex legal matters and mentoring junior attorneys.
- 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.
- Have experience conducting jury trials.
- Have worked with the City of Los Angeles, the County of Los Angeles, or the Los Angeles Superior Court.

### **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:** \$130,000–\$148,000, 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 with employer contributions and options for voluntary contributions.
  - Monthly bilingual supplement for qualified employees. Note: Qualified employees with bilingual proficiency are expected to provide in-language assistance when feasible to support language access and in furtherance of NLSLA's mission. This expectation applies whether or not the employee receives the bilingual supplement.
  - 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!

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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.

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**

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.