



Attorney- Van Nuys- Eviction Diversion Pilot Project

Change Lives and Transform Communities – Join Our Van Nuys Eviction Diversion Pilot Project 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

Neighborhood Legal Services of LA County (NLSLA) seeks an experienced and mission-driven Staff Attorney/Mediator to provide high-quality alternative dispute resolution services. The Van Nuys - Eviction Diversion Pilot Program (VN-EDPP) staff attorney/mediator will serve as neutral, third-party mediator for the program. Along with the Supervising Attorney and VN-EDPP paralegals, VN-EDPP staff attorneys will ensure the successful implementation and operation of VN-EDPP, a court-based initiative at the Van Nuys Los Angeles Superior Court designed to reduce eviction filings and prevent homelessness through mediation and rental assistance coordination.

In this role, you will report to the Supervising Attorney. This position is exempt and temporary.

What You'll Do

- Provide high-quality alternative dispute resolutions services, including but not limited to evaluating and educating litigants, preparing necessary documents, including settlement agreements, and making referrals to additional services and

resources. Maintain detailed and accurate notes in VN-EDPP platform (Forward) and accurate timekeeping in NLSLA's case management system (Legal Server).

- Timely entry of required data into VN-EDPP platform.
- Effectively and efficiently communicate with VN-EDPP Litigants.
- In coordination with program paralegal staff, assist litigants in applying for available services and, when eligible, rental arrears assistance.
- Observe confidentiality and neutrality of VN-EDPP Litigants.
- Work with community groups, conduct outreach, and provide community education presentations and materials as needed.
- Work with a multi-cultural perspective of inclusion and diversity.
- Follow all organizational and grant compliance policies and procedures.
- Perform other duties as required to meet the needs of the organization.
- Perform other duties as assigned that are reasonably related to the position and generally consistent with the level and classification of the position's core responsibilities.
- 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. Any out-of-state work is prohibited unless prior approval is obtained from HR.
- Travel to NLSLA program offices, courthouses, and other locations throughout Los Angeles County may be required.

What You'll Need

- Juris Doctor degree and active membership in good standing with the State Bar of California, or membership in another state bar with the ability to register as a legal services provider.
- Minimum of three years of legal practice experience, including housing law, landlord-tenant disputes, or related areas.
- Knowledge of mediation practices and court procedures strongly preferred.
- Demonstrated ability to effectively manage challenging litigants and navigate high-pressure situations with professionalism and composure.
- Proven success working in a fast-paced, results-driven environment while balancing multiple priorities and meeting deadlines.
- Self-motivated, resourceful, and quick to learn, with strong initiative and problem-solving skills.

- Skilled at building collaborative relationships with government agencies, courts, community organizations, and internal stakeholders to advance client and program goals.
- Proactive and solutions-oriented, with the ability to anticipate challenges, think strategically, and respond effectively.
- Experience providing trauma-informed and trauma-responsive services to litigants with sensitivity and empathy.
- Strong commitment to social justice, equity, and expanding access to legal services for underserved communities.
- Exceptional written, oral, and interpersonal communication skills.
- Valid driver's license, reliable transportation, active insurance coverage, or other means of traveling regularly throughout the service area to support litigants and community partners.
- Working knowledge of web-based case management systems, business communication platforms, and other legal service technologies.
- Recognized as a collaborative and dependable team member who contributes meaningfully to organizational goals, strengthens partnerships, and helps drive positive outcomes for clients and communities.
- Proficiency in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint), Clio (or other Judicial Council form preparation software), and related technology platforms.
- 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

- 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:** 18 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. 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!

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.