



Staff Attorney- Shriver Housing Project Los Angeles

Change Lives and Transform Communities – Join Our Shriver Housing 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

NLSLA is currently seeking a licensed attorney to join our Shriver Housing Project as a Flex Staff Attorney. The Flex Attorney will be an integral part of a dynamic team of housing advocates providing legal assistance to tenants facing eviction in Los Angeles County. The position is designed to work across the Shriver Housing Project's service models and may include courthouse-based Self-Help services, counsel and advice, limited brief services, litigation support, workshops and clinics, and other legal assistance based on client and program needs.

The Flex Attorney will regularly work on-site at the Shriver Self-Help Center at the Stanley Mosk Courthouse, assisting and educating self-represented litigants and supporting the delivery of Self-Help services. In addition, the attorney will also provide higher levels of legal assistance to eligible litigants, support the broader Shriver team with substantive legal issues and document review, and assist with targeted services at important stages of an unlawful detainer case. The attorney should be comfortable moving among different types and levels of legal service as needed, including making court appearances when appropriate.

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

What You'll Do

- Work across Shriver program areas and service models as needed, providing legal assistance at varying levels of service and throughout different stages of unlawful detainer matters.
- Assist litigants with preparation of pro per motions and letters, provide counsel and advice, conduct intake and assessment of the merits of underlying eviction cases for possible extended services, and facilitate workshops related to the eviction process and preparation of forms.
- Provide targeted limited brief services and representation on unlawful detainer and related housing matters, including assistance with discovery, settlement preparation, motions, hearings, trial preparation, and other substantive or procedural issues.
- Review legal documents and provide substantive legal support to Shriver attorneys, paralegals, interns, volunteers, and other advocates.
- Assess matters for possible referral to extended or full-scope legal services and coordinate with Shriver staff regarding appropriate next steps.
- Develop and facilitate workshops, clinics, consultations, and other targeted service models, and prepare or update legal resources and educational materials.
- Train and supervise students, support staff, interns, and other volunteers working with the program.
- Work collaboratively with the Shriver team, court partners, community partners, and other legal services providers in the delivery of program services.
- Participate in community outreach, education, policy work, and other Shriver program activities as needed.
- Make court appearances and provide court coverage when appropriate.
- Performs other duties as assigned reasonably related to the position and generally within the same level and classification as 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

- A Juris Doctor (JD) from an accredited law school and either
 - o 1) an active California State Bar license, or

- o 2) licensed and in good standing in another U.S. jurisdiction and accepted as a Registered Legal Aid Attorney (RLAA) by the State Bar of California within 30 days of hire
- Minimum 2-3 Years of legal experience, with litigation, client advocacy, or other relevant practice experience preferred.
- Ability to work collaboratively and effectively in a fast-paced environment.
- Excellent writing, speaking and organizational skills and the ability to communicate effectively with clients, community organizations, attorneys, the judiciary, and the public.
- Ability to work effectively with staff and volunteers.
- Passion about public service work.
- Working knowledge of Microsoft Outlook, Word and Excel, business communication platforms, and web-based case management 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

- Have experience practicing housing law, particularly eviction defense.
- 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:**
 - o Medical, dental, and vision insurance with a variety of plan options.
 - o Basic Life and AD&D Insurance, Long-Term Disability Insurance.
 - o 403(b) retirement plan with employer contributions and options for voluntary contributions.

- o 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.
- o 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.

NLSLA is a unionized workplace. Membership in the union is a condition of employment for this position.

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.