

JOB OPPORTUNITY NOTICE

<u>POSITION:</u>	Post-Graduate Fellowship - LA County Eviction Prevention Project
<u>LOCATION:</u>	(2 positions available - Temporary 6-month full-time) South Los Angeles Community Office
<u>SALARY:</u>	\$43,778-\$48,726/annual DOE with excellent benefits
<u>AVAILABILITY:</u>	Immediately
<u>APPLICATION DEADLINE:</u>	Continuous until position is filled.

Are you interested in joining an organization dedicated to increasing access to justice while addressing systemic inequities among the most vulnerable members of the Greater Los Angeles area? If yes, LAFLA is the place for you!

The Organization: LAFLA is a nonprofit law firm that protects and advances the rights of the most underserved—leveling the playing field and ensuring that everyone can have access to the justice system. With more than 90 years of service, LAFLA is the first and most experienced legal aid organization in Greater Los Angeles. LAFLA has more than 150 employees, including more than 70 attorneys, who provide free services and resources on a broad range of civil legal issues that impact healthy, safety, and self-sufficiency. Every year, LAFLA helps more than 100,000 people find their voice, regain control of their lives, and build a brighter future. Our unique combination of neighborhood offices, self-help centers at courthouses, and domestic violence clinics puts LAFLA on the frontlines in communities at the forefront of change. LAFLA also engages in impact litigation to help enact long-term systemic change—actively collaborating with a network of public and private partners to expand access to justice, identify needs in the communities we serve, and change laws and policies that adversely affect the underserved. For more information, please visit www.lafla.org

The Project: LAFLA seeks two law school graduates for a six-month fellowship to work for our LA County Emergency Eviction Prevention Project (EPP) in coordination with several other legal service programs and community-based organizations (CBOs). The fellows will collaborate with LAFLA staff, fellows from partner organizations and tenant organizers to provide virtual legal clinics and Know Your Rights presentations. The fellows will work directly with clients to provide advice regarding tenant protections, and other legal services to tenants, including drafting landlord response letters and preparing court documents. In addition to carrying their own caseload, fellows will participate in a tenant advocate coalition and work closely with eviction defense attorneys.

LAFLA is currently accepting applications for two **Post-Graduate Fellows**.

QUALIFICATIONS:

- Law school graduate with Juris Doctor (JD) degree or paralegal experience;;
- Demonstrated knowledge of housing law preferred but not required;
- Demonstrated commitment to anti-poverty and social justice work, and to serving low-income communities members with compassion and respect;
- Self-motivated, organized, and detail-oriented;
- Ability to work independently and virtually; and
- Willingness to work beyond a minimum 7.0 hour workday, including evening and weekend meetings and events, and workweeks in excess of 35 hours when caseload or other obligations so necessitate.

EXAMPLES OF DUTIES:

- Conduct in-depth intake interviews with legal service applicants to determine legal needs;
- Conduct program outreach presentations with community-based organizations (CBOs);

- Work with LAFLA staff and community partners to empower and inform tenants on tenant protections;
- Present Know Your Rights presentations with CBOs and community member staff;
- Help staff and supervise housing clinics with CBOs and community partners;
- Under attorney supervision:
- Conduct client intake to provide counsel and advice to tenants on housing issues.
- Maintain an open caseload for limited legal services;
- Conduct legal clinics or presentations; and
- Participate in community education and outreach activities regarding LAFLA services;
- Participate in other LAFLA activities, task forces and meetings; and
- Other duties as assigned.

BENEFITS AND COMPENSATION - LAFLA offers a diverse environment with competitive compensation based on comparable public interest salaries. We also offer a generous benefits package for full-time employees including medical, dental, and vision for employees and dependents, life insurance, long-term disability and long-term care insurance, and 403(b) retirement plan. Eligible employees may also qualify for bilingual supplements, law student loan reimbursements, and a cell phone stipend.

HOW TO APPLY - Please submit a cover letter and resume online to jobs@lafla.org. Include “EPP Post-Graduate Fellow” in the subject line.

PROBATIONARY PERIOD - A six-month probationary period will be required.

AN EQUAL OPPORTUNITY EMPLOYER - Selection will be based solely on merit and will be without discrimination because of race, color, national origin, ancestry, ethnicity, citizenship, creed, sex, gender, sexual orientation, gender identity, transgender status, age, religion, genetic information, physical or mental disability, medical condition, military or veteran status, pregnancy, childbirth or related medical condition, marital or registered domestic partners status, or any other legally protected status.