

## **JOB OPPORTUNITY NOTICE**

<b><u>POSITION:</u></b>	<b>ATTORNEY</b> -Self Help Legal Access Center <i>(2 positions available*)</i>
<b><u>LOCATION:</u></b>	Torrance Self-Help Center or Inglewood Self-Help Center
<b><u>SALARY:</u></b>	\$58,800-\$72,842.89/annual DOE with excellent benefits
<b><u>AVAILABILITY:</u></b>	Immediately
<b><u>APPLICATION DEADLINE:</u></b>	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](http://www.lafla.org)

**The Self-Help Legal Access Centers** assist individuals who represent themselves (regardless of income or immigration status); and offers legal information, help with preparing court forms, and guidance on a variety of civil legal matters. They also provide referrals to private attorneys or legal services programs as needed.

LAFLA is currently accepting applications for two **Attorney** positions.

**\*NOTE – This position is part of a special program created using designated funds: there is no assurance of ongoing funding or employment beyond January 31, 2021.**

### **QUALIFICATIONS:**

- Active membership in the California State Bar;
- One to five years experience in the practice of law, including demonstrated experience and competence in advocacy, civil litigation and other lawyering skills;
- Knowledge of the poverty community and the issues affecting that community;
- Demonstrated knowledge of landlord tenant or family law;
- Ability to deal with people tactfully and effectively;
- Bilingual in Spanish or Asian language preferred; 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:**

- Staff a court-based center providing assistance to self-represented litigants;
- Conduct workshops and provide legal information and assistance in preparing proper court forms to self-represented persons in cases involving landlord tenant law, family law and consumer law;
- Participate in and support LAFLA and other legal services task forces involved in issues affecting the working poor;

- Work closely and in coordination with court personnel, JusticeCorps staff, Neighborhood Legal Services of Los Angeles, and staff of other Self-Help Centers;
- In conjunction with the LAFLA Pro Bono Director and Self-Help Managing Attorney, recruit, train and supervise volunteer attorneys, law students, JusticeCorps students, and community volunteers;
- May occasionally assist at other Self Help Centers as needed; and
- Responsible for administrative duties for the Self-Help Access Centers.

**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](mailto:jobs@lafla.org). Include “Attorney-Self Help” in the subject line.

**PROBATIONARY PERIOD** - A one-year 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.