



Date: February 1, 2023

Position: Legal Advocate

The Organization:

The mission of Los Angeles Center for Law and Justice (LACLJ) is to secure justice for survivors of domestic violence and sexual assault and empower them to create their own futures. LACLJ is a non-profit law firm serving survivors throughout Los Angeles County. LACLJ's primary practice areas are family law and immigration. However, LACLJ strives to provide clients with holistic legal services and has a growing criminal justice advocacy practice, housing practice and appellate practice. Additionally, through our integrated legal/social worker service model, LACLJ Community Advocates provide supportive services such as education, safety planning, accompaniment, and linkages to other service providers as part of the legal team. LACLJ is committed to a trauma-informed and culturally-responsive workplace and service provision.

The Position:

LACLJ seeks a legal advocate with a strong commitment to public interest and social justice advocacy to join our team. This legal advocate will be part of LACLJ's new project- CASSH. The purpose of the project is to provide legal services to low income survivors of domestic violence who have consumer debt issues. This position will support a senior attorney who will represent clients in a variety of legal actions, including family law, housing, public benefits, consumer debt and other civil legal matters. This position offers the opportunity to:

- Manage a reasonable number of consumer debt cases
- Conduct interviews and engage in fact-gathering with clients
- Prepare correspondence, memoranda, Judicial Council forms and related attachments, proof of service, substitutions of attorney, notices, draft declarations and other necessary legal forms under attorney supervision
- Prepare client evidence for court or for other types of filings (pictures, receipts, etc.)
- Provide presentations and trainings to community partners and client communities on survivor based homelessness and other legal issues;
- Develop relationships and collaborate with a range of public and private community partners to address systemic homelessness barriers facing LACLJ's client community; and
- Engage in other tasks and projects that further LACLJ's mission and operations.

Essential Job Skills and Abilities

All candidates must have:

- Baccalaureate degree in any subject and two year of law-related experience under the supervision of an experienced attorney OR Associate's Degree and Certificate of Completion of a paralegal program approved by the CA Bureau for Private Postsecondary and Vocational Education and two-year experience in the legal field.
- Strong interpersonal skills and an ability to work collaboratively with a dynamic team.
- Ability to read, write and speak fluently in Spanish.
- Strong technology and software skills including MS Outlook, Word, Excel, internet searches, etc.
- Ability to communicate well orally and in writing.
- Ability to meet deadlines and perform multiple tasks with a strong attention to detail.
- Demonstrated passion for working with survivor and immigrant populations.

- Demonstrated ability to provide trauma-informed services; experience working with trauma survivors strongly preferred.

Preferred candidates will have one or more of the following:

- Commitment to trauma-informed advocacy, empathy, responsive listening, and demonstration of authentic care and concern.
- Previous experience working with survivors of domestic violence, sexual assault or human trafficking and/or immigrant populations.
- Demonstrated commitment to serving low-income people.

Working Conditions and Physical Requirements

- Work will be performed remotely or in an office setting at a workstation.
- This position requires concentration on tasks while facing distractions.
- This position requires attendance at meetings, both remote and in person, in and outside the LACLJ offices and requires applicants be located in Southern California.
- Use of office machines such as computers, photocopiers, and telephones.
- Ability to work at and travel between the LACLJ main office at 5301 Whittier Blvd. in East Los Angeles and other locations such as various Los Angeles Superior Court locations and DPSS offices.
- LACLJ complies with all Los Angeles County Covid-19 Vaccine mandates, which may require candidates to provide proof of Covid-19 vaccinations and boosters.

Salary and Benefits: The Legal Advocate is a non-exempt position with an annual salary range of \$49,000 to \$53,000 per year depending on experience. LACLJ offers a generous benefits package, a 35-hour workweek, paid vacation leave and sick leave and 100% employer-paid medical (Kaiser), dental, vision, long-term disability, life insurance. Staff also has the option to participate in a 403(b) retirement plan and dependent and health flex savings accounts (FSA). LACLJ is an eligible nonprofit employer for the Public Service Loan Forgiveness (PSLF) Program.

To Apply: Please send a cover letter and resume to Marilyn Florentino, Office Manager, via email to marilyn@lajl.org with the position title in the subject header. Resumes will be accepted until the position is filled.

Los Angeles Center for Law and Justice is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, disability, or sexual orientation.