

POSITION ANNOUNCEMENT –  
POSTING DATE: 12/21/2020

**HOMELESSNESS PREVENTION CO-DIRECTING ATTORNEY**

<b>CLASSIFICATION:</b> Management	<b>SALARY:</b> DOE/DOQ
<b>DEPARTMENT:</b> Legal	<b>FLSA STATUS:</b> Exempt
<b>REPORTS TO:</b> VP Legal	<b>APPLICATION DEADLINE:</b> Open until filled

For more than 40 years, Bet Tzedek has set the standard for innovation and excellence in poverty law. In that tradition, Bet Tzedek is seeking an experienced attorney to co-lead a dynamic team of attorneys and advocates to prevent and defend residential evictions and provide comprehensive, wrap-around legal services to remove barriers faced by Angelenos who are unhoused or are at-risk of losing housing.

**ESSENTIAL DUTIES**

- Work closely with CEO, VP Legal, and program staff attorneys to develop and implement all aspects of the program.
- Supervise intake, case management, and client representation by staff attorneys and support staff, including reviewing legal work, conducting case reviews, and making case assignments in relation to a wide variety of legal issues including eviction defense, housing, employment, public benefits, reentry, and immigration law.
- As a member of the Leadership Team, participate in program management, including the hiring and evaluation of staff and the management of Bet Tzedek’s legal services.
- Work closely with CEO, VP Legal, and Development Staff to identify, pursue and fulfill funding opportunities and reporting responsibilities.

**QUALIFICATIONS**

- Active member of California State Bar in good standing (required).
- Minimum of five years’ experience in unlawful detainer (eviction) defense litigation (required).
- Experience in other poverty law practices, including public benefits, reentry, and/or immigration law (preferred).
- Minimum one year experience in managing attorneys, staff, and volunteers, preferably in a legal aid program (required).
- Mastery of civil litigation and administrative law proceedings (required).
- Experience and proficiency in grant reporting and compliance management (preferred).
- Spanish-language proficiency (preferred)
- Demonstrate an understanding and commitment to Bet Tzedek’s mission of equal justice for all and Bet Tzedek’s core values of leadership, community-based advocacy, and innovation (required).

**HOW TO APPLY**

- Email letter of interest, resume, and minimum salary requirement to [bettzedek.36.B1C@applynow.io](mailto:bettzedek.36.B1C@applynow.io). (Subject: “HOMELESSNESS PREVENTION CO-DIRECTING ATTORNEY”)

***Note:** This position is part of a special program created using designated funds; there is no assurance of ongoing funding or employment beyond the period for which the funds are obtained. To best serve our communities Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.*