

## SMALL BUSINESS DEVELOPMENT PROJECT FELLOWSHIP

### ABOUT BET TZEDEK

Bet Tzedek sets the standard for innovation in public interest law and is one of the top legal agencies in the country providing both direct services and impact litigation assistance to Los Angeles' most vulnerable populations. Bet Tzedek's pioneering projects combine direct legal representation with powerful outreach, education, and legislative advocacy. Our leadership is a dynamic coalition between the public, private and non-profit sectors delivering innovative approaches to address root causes of poverty and exploitation. Our legal expertise and capacity to effect positive, sustainable social change continues to garner national attention.

### SUMMARY

Bet Tzedek is seeking applicants for a post-graduate fellowship to assist with its Small Business Development Project. Bet Tzedek's Small Business Development Project invests precious legal expertise in underserved entrepreneurs, to nurture talent, develop innovators, and empower those who wish to build a better future in marginalized communities. The project provides legal education, advice, and representation on a range of commercial and transactional issues, including real estate, entity formation, IP protection, labor law, and liability mitigation to comprehensively address small business owners' needs. Services are targeted to small business owners who have the building blocks for sustainable business, but lack the resources to afford legal and financial advice, with a particular focus on serving business owners from traditionally marginalized and underserved communities or populations.

### ESSENTIAL DUTIES

Under the supervision of Bet Tzedek staff, the fellow will:

- Screen potential clients for income and subject matter eligibility;
- Conduct in-depth intake sessions with potential clients to determine legal needs and business viability;
- Help staff and supervise advice and counsel clinics;
- Help develop and staff Small Business Academy;
- Work closely with Bet Tzedek's Vice President of *Pro Bono* to help place matters with pro bono attorneys;
- Conduct program outreach to the legal community and community-based organizations.

### QUALIFICATIONS

- Current law student or recent law school graduate eligible for post-graduate fellowship programs.
- Spanish language proficiency (preferred but not required);
- Business law focus in law school or undergraduate studies;
- Demonstrated patience, compassion, respect and commitment to serving low-income community members;
- Ability to work with volunteer attorneys and students.

**To Apply:** Please contact Bet Tzedek's VP of Pro Bono, Diego Cartagena, at [dcartagena@bettzedek.org](mailto:dcartagena@bettzedek.org).