



**DIRECTING ATTORNEY**  
**Elder Justice & Community Outreach**

<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> 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’s Elder Justice and Community Outreach work bring legal services directly to community members where they live and work. Comprised of attorneys and advocates who undertake outreach and intake efforts at over 30 Senior Centers throughout LA County, these attorneys advocate on behalf of low income clients of diverse backgrounds to resolve their most urgent legal issues, ranging from SSI benefits denials or reductions to landlord-tenant issues, and end of life planning. Bet Tzedek is seeking an experienced attorney to lead this skilled and highly experienced team of advocates in the agency’s ongoing efforts to ensure meaningful access to justice on behalf of those most in need.

**ESSENTIAL DUTIES**

- Work collaboratively with Bet Tzedek staff and various Outreach partners to deliver essential legal services to the community effectively and efficiently.
- Supervise intake, case management, and client representation by staff attorneys, paralegals, support staff, and volunteers, including reviewing legal work, conducting case reviews, and making case assignments in relation to a wide variety of legal issues including public benefits, consumer law, housing, and advance planning.
- 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 Programs, and Development team to identify, pursue and fulfill funding opportunities and reporting responsibilities, with a focus on public grants management and reporting.

**QUALIFICATIONS**

- Active member of California State Bar in good standing (required).
- Minimum of five years related experience/practice of law (required). At least one year of poverty law experience strongly preferred.
- Mastery of civil litigation and administrative law proceedings.
- 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.

**HOW TO APPLY**

- Email letter of interest, resume, and minimum salary requirement to [resume@bettzedek.org](mailto:resume@bettzedek.org). (Subject: “OUTREACH AND SPECIAL PROJECTS DIRECTING ATTORNEY”)

***Note:** 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.*