

POSITION ANNOUNCEMENT
POSTING DATE: 6/25/2020

SMALL BUSINESS PROGRAM- DIRECTING ATTORNEY

CLASSIFICATION: Exempt/Management	SALARY: DOE/DOQ
DEPARTMENT: Legal	
REPORTS TO: VP, Legal Programs	APPLICATION DEADLINE: Until filled

For over 45 years Bet Tzedek has set the standard for innovation and excellence in poverty law. In that tradition, three years ago, Bet Tzedek launched its most recent effort to promote economic growth and equality in Los Angeles, the Small Business Development Program. Bet Tzedek now seeks a Program Director/Directing Attorney to lead this exciting program which includes the Small Business Project of LA Represents. By partnering with an unprecedented coalition of local governments, law firms, bar associations, and community organizations, Bet Tzedek seeks to build a support system for small businesses, particularly those devastated by the COVID-19 pandemic. Our Small Business Program unites pro bono attorneys with small businesses least likely to have access to effective legal services as they confront workplace regulations, negotiate commercial leases, apply for government relief programs, navigate compliance with health and safety orders and continue to innovate with new business ideas.

ESSENTIAL DUTIES

- Provide strategic direction for program growth designed to provide critical legal intervention and other business support to business owners otherwise least able to access equivalent resources;
- Recruit, hire, train, and supervise a diverse and dynamic team, including administrative support, outreach specialists, and staff attorneys;
- Conduct outreach (in person or through remote technology), including know your rights trainings in low-income and immigrant communities, and communications with key audiences, including other community organizations, government agencies, and in print, digital, and broadcast media;
- Work closely with Director of Pro Bono Programs to train, mentor, and place matters with pro bono attorneys, and to recruit law students and lawyers to join in-house Small Business volunteer team;
- Work closely with CEO and VP External Affairs to attract philanthropic support, including drafting proposals, attending site visits, tracking deliverables, and drafting grant applications and reports; and
- Collaborate with other members of our management team to set and implement strategic priorities, ensure quality control, and provide team and community leadership.

QUALIFICATIONS

- Demonstrated commitment to Bet Tzedek’s mission to provide free legal services to those who need them most (required);

- Demonstrated commitment to applying principles of diversity, equity, and inclusion in performance of job duties (required);
- Active member of the California State Bar in good standing, or licensed in another state and eligible to practice under Rule 9.45 of the California Rules of Court (Registered Legal Services Attorneys) (required);
- Demonstrated history of familiarity with business-related legal issues (preferred);
- Minimum 5 years of practice experience in project management, legal services, volunteer engagement, community economic development (highly desired); and
- Ease with oral and written communication in both Spanish and English (highly desired).

HOW TO APPLY

Email letter of interest and resume to apply.06.71E@applynow.io. (Subject: "Small Business 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.