



Position: Staff Attorney; Manager of Legal Clinics
Program: Legal Services
Department: Legal Services
Reports to: Director of Legal Services
Compensation: \$53,000-\$65,000 Annually
Status: 100%, Full-Time, Exempt, Management
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY: Working with all Legal Services Department projects, including the Legal Advocacy Project for Survivors (DVSAS: Domestic Violence, Sexual Assault, Stalking), the Anti-Violence Project (Hate Crimes/Incidents and Police Misconduct), the Transgender Economic Empowerment Project, the Immigration Law Project, and the Homeless Youth Project, and in coordination with other staff, manage and supervise all aspects of Legal Clinics at the Los Angeles LGBT Center (Center) and at off-site locations; expand access to services and increase service capacity; and ensure department-wide the maintaining of strict adherence to conflict-of-interest checks/protocols and client confidentiality.

ESSENTIAL FUNCTIONS:

- 1) Manage and supervise all Legal Clinics (usually in the evenings) at the Center and at off-site locations, including weekly clinics at Mi Centro, as well as clinics at the Trans Wellness Center, including oversight of volunteer legal professionals, providing appropriate triage and assignment of resources for all pro bono referrals, pro per assistance, and Lawyer Referral Service referrals;
- 2) Supervise the Legal Clinic Coordinator to ensure that Clinics are adequately staffed and booked and that all the necessary preparations are in place, including assignments for non-legal professional volunteers, client paperwork for consultations, and appointment reminders for clients;
- 3) Responsible for recruiting, selecting, developing, mentoring and coaching staff and inspiring and motivating individual and team performance;
- 4) Recruit, train, supervise, and retain volunteer legal professionals, including attorneys, paralegals, interns and law students to expand access to services and increase service capacity, including outreach to and partnering with local law schools and law firms to recruit new volunteers and interns throughout the year;
- 5) Coordinate and oversee week-long quarterly training sessions for volunteer legal professionals, other volunteers, and staff; with the expertise of available staff from all Legal Services Department projects, these trainings will focus on the services provided, cultural responsiveness, gender and sexual diversity, recognizing common obstacles in providing services, the importance of department-wide protocols, the importance of survivor/aggressor differentiation, and trauma-informed care;
- 6) Provide additional and ongoing training and technical assistance to staff, volunteer legal professionals, and additional volunteers who provide clients with intakes or otherwise assist clients, to ensure that there is strict adherence to conflict-of-interest checks, protocols and standards, and client confidentiality;
- 7) While the focus of this position is on leveraging and managing scarce resources, as well as recruiting, training, and supervising, and while a significant client caseload is not desirable, it will at times be necessary for the Staff Attorney, Manager of Legal Clinics to assist in the intake process as well as provide other direct client services as needed;
- 8) Ensure detailed documentation of all work that is overseen, including ensuring that all attorney notes are entered into the CiviCRM database;
- 9) Coordinate legal meetings where staff are made aware of additional resources or laws that would affect services offered within the department, and participate in staff meetings, planning meetings and other meetings as needed;
- 10) Help identify and pursue opportunities for program expansion, including grant writing;
- 11) Expand and develop the Legal Services Advisory Board;
- 12) Other duties as assigned;

Page 1 of 2 – See page 2 for Job Qualifications and Experience

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org

website: www.lalgbtcenter.org

Or submit a cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.



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JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) A Law School degree, and at least three years of relevant experience;
- 4) Experience in the delivery of legal services in a non-profit setting;
- 5) Experience in crisis counseling and safety planning is preferred;
- 6) Experience working with survivors of violence and marginalized communities is preferred; willingness to receive ongoing training, including DVSA, and to engage other staff and outside experts to help further develop and provide the trainings;
- 7) Experience in project management, volunteer coordination, coalition building and/or community organizing;
- 8) Excellent verbal and written communication skills;
- 9) Demonstrated ability to manage multiple tasks under pressure in a fast-paced environment;
- 10) Empathetic in nature;
- 11) Access to reliable transportation and the ability to be insured;
- 12) Flexibility to work evenings is required;
- 13) Bilingual (Spanish/English fluency) is required;
- 14) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

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