

POST-GRADUATE FELLOWSHIP: SMALL BUSINESS DEVELOPMENT PROJECT

Public Interest Opportunity for Externally-Funded Fellowship Recipients



ABOUT BET TZEDEK

Bet Tzedek sets the standard for innovation in public interest law as 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. The agency's 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.

CONTACT

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THE SMALL BUSINESS DEVELOPMENT PROJECT

Bet Tzedek is seeking post-graduate fellowship candidates with external funding to join its Small Business Development Project. The Small Business Development Project invests valuable 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 a sustainable business but lack the resources to afford legal advice, with a particular focus on serving business owners from traditionally marginalized and underserved communities or populations, including, for example, Black, Latina/o, LGBTQ+, female, and veteran business owners.

Following the start of the Covid-19 pandemic, which severely impacted small businesses, Bet Tzedek substantially ramped up its Small Business Development Project and nurtured many new partnerships with community organizations and government offices to further expand our reach.

ESSENTIAL DUTIES

- Conduct initial intake interviews, assess client eligibility, and represent or refer clients as needed;
- Maintain a case load of business-related matters including business formation, document drafting (contracts, bylaws, operating agreements, etc.), financing for businesses, IP protection and regulatory compliance, with primary responsibility for more complicated matters;
- Develop and implement outreach opportunities (in person or through remote technology), including know your rights trainings, and communicate with key audiences, including other community organizations and government agencies;
- Collaborate with staff attorneys, administrative staff, and office staff to ensure that small business owners and entrepreneurs in Los Angeles County receive the necessary legal tools to start, maintain, or grow their business;
- Work with the program's Directing Attorney and Bet Tzedek's Director of Pro Bono Programs to place matters with pro bono attorneys, including by drafting memos and other documentation;
- Partner with other entities and individuals that aid small business owners and entrepreneurs to help develop and provide holistic services to clients; and
- Work closely with the program's Directing Attorney to track client data and outcomes.

APPLICATION DETAILS

Interested candidates should submit a cover letter and resume to Bet Tzedek's Pro Bono Director, Sara Levine at slevine@bettzedek.org