

**STAFF ATTORNEY - TENANT DEFENSE & HOMELESSNESS PREVENTION**

<b>CLASSIFICATION:</b> Attorney I or II (Union)	<b>SALARY:</b> \$60,000- \$89,740.04(DOQ/DOE)
<b>DEPARTMENT:</b> Legal (PEHP)	<b>FLSA STATUS:</b> Exempt
<b>REPORTS TO:</b> Directing Attorney	<b>APPLICATION DEADLINE:</b> Until filled

For nearly 50 years, Bet Tzedek has set the standard for innovation and excellence in poverty law. In that tradition, Bet Tzedek is seeking a determined, organized, and zealous attorney to work in our Preventing and Ending Homelessness Project (“PEHP”) providing legal services to residents of West Los Angeles County. This position will primarily focus on eviction prevention and defense work. Casework may include cases in other practice areas as well.

**ESSENTIAL DUTIES**

- Represent clients in and litigate landlord-tenant cases, including: interviewing clients; drafting responsive court forms, pleadings, motions, briefs, and correspondence; engage in discovery practice; and regularly represent clients in settlement negotiations, hearings, and trials heard in the Los Angeles Superior Court.
- If needed, represent clients in non-landlord-tenant cases by providing informal advocacy, representing clients in Los Angeles Superior Court matters, and, in some instances, representing clients in administrative proceedings.
- Provide know your rights trainings on issues related to housing (virtually and to the extent appropriate and permissible in-person);
- Co-counsel with pro bono volunteers to represent clients; and
- Collaborate with Development Staff to meet all relevant grant reporting requirements, including helping compile and interpret data and draft narratives.

**QUALIFICATIONS**

- Active member of California State Bar in good standing (required);
- Ease with oral and written communication in both English and Spanish (preferred)
- Ability to work in a fast paced, high-volume environment (required);
- Minimum one-to-two years non-profit legal services experience (preferred);
- Minimum two-to-four years superior court-level hearing and/or trial experience (preferred);
- Experience in landlord-tenant law, litigation, and administrative law (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 (required); and
- Demonstrated commitment to applying principles of diversity, equity, and inclusion in performance of job duties (required).

**HOW TO APPLY**

- Email letter of interest, resume, and minimum salary requirement to [bettzedek.01.F27@applynow.io](mailto:bettzedek.01.F27@applynow.io)

**Note:** All positions are subject to funding; ongoing funding or employment cannot be assured.

To best serve our communities, Bet Tzedek seeks diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.