



**ACCESS TO JUSTICE PROGRAMS DIRECTING ATTORNEY**

<b>CLASSIFICATION:</b> Management (Non-Union)	<b>SALARY:</b> \$100,000 – \$120,000 DOE
<b>DEPARTMENT:</b> Legal	<b>FLSA STATUS:</b> Exempt
<b>REPORTS TO:</b> VP, Legal Programs	<b>APPLICATION OPEN:</b> Until filled

For nearly 50 years, Bet Tzedek Legal Services has provided high-quality, free legal services to Los Angeles’ most vulnerable residents. Today, delivery of those legal services requires innovation and partnership. Bet Tzedek seeks an **Access to Justice Programs Directing Attorney** to lead and manage our pro per services programs, which currently include our Self-Help Conservatorship Clinic (SHCC), Elder Abuse Restraining Order Clinic (EAROC), and Decedents’ Estate Clinic (DEC), created in partnership with the Los Angeles Superior Court. These programs seek to leverage streamlined processes, innovative technologies, and volunteer resources to provide timely and meaningful self-help assistance to a high volume of unrepresented individuals seeking conservatorships, elder abuse restraining orders, and probate of small estates left by loved ones who passed away without wills.

The Access to Justice Programs Directing Attorney will manage a diverse staff of attorneys, support staff, and volunteers, and be primarily responsible for supervising the teams’ day-to-day work and supporting team members’ professional development. The ideal candidate will be a skilled and experienced manager with a proven track record for successfully managing people, projects, and grants.

**ESSENTIAL DUTIES**

- In collaboration with the President & CEO, VP Legal, fellow Directing Attorneys, program staff, and court staff, develop, maintain, and innovate on per per service programs to address the legal needs of older individuals, dependent adults, caregivers, and other vulnerable communities in Los Angeles.
- Supervise and manage substantive legal work performed by staff, including litigant screening, document preparation, and workshops and presentations provided by staff attorneys and support staff, by reviewing work product and resolving escalated litigant-related issues.
- Supervise and manage program workflows including litigant screening/intake, assignment of tasks, and monitoring and improving clinic procedures to ensure litigant needs are met and deliverables and goals are achieved while fostering a positive work-life balance for staff.
- Manage and support staff by holding primary responsibility for staff onboarding, offboarding, recruiting and hiring, training, coaching, goal-setting, evaluation, reclassifications, and performance improvement/discipline.
- Work with Human Resources to develop clear, measurable, and achievable professional development opportunities for program staff and support staff in achieving their professional development goals.
- Work closely with President & CEO, VP Legal, and Grants Team to identify, pursue, and fulfill funding opportunities.
- Actively manage grants which fund the SHCC, EAROC, and DEC programs, including being primarily responsible for translating grant deliverables into program metrics to ensure grant deliverables are met, and working with Grants Team to track and report grant deliverables.
- Work with Impact Advocacy team to develop legislative and regulatory proposals that relate to program work.
- Work with Pro Bono Department to set metrics related to pro bono and volunteer participation, develop pro bono and volunteer opportunities for the program to meet metrics, and support staff in the training and

mentoring of pro bono attorneys and volunteers.

### **QUALIFICATIONS**

- Licensed to practice law in California (required);
- Minimum of eight (8) years related experience/practice of law (required);
- At least two (2) years of active practice of law in California immediately prior to application (required);
- At least five (5) year of experience in conservatorship, domestic or elder abuse, advance planning, trust and estates, and/or other areas of elder law or civil legal services (strongly preferred);
- At least three (3) years experience managing individuals with a proven track record that includes handling orientation and onboarding, offboarding, recruiting and hiring, training, coaching, goal-setting, evaluation, and performance improvement/discipline (strongly preferred);
- Excellent people skills, including high emotional intelligence and ability to navigate difficult conversations with clarity and empathy (required);
- Excellent project management skills and proven track record of successfully managing multiple projects simultaneously (required);
- Ability to work collaboratively with colleagues and external partners (required);
- Exceptionally organized, self-motivated, and goal-oriented (required);
- Experience in and understanding of grant-writing, project development, and grant compliance (preferred);
- 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
- Commitment to diversity, equity, and inclusion (required).

### **HOW TO APPLY:**

- Email letter of interest, resume, and salary requirements to [bettzedek.D2.531@applynow.io](mailto:bettzedek.D2.531@applynow.io), subject line "ACCESS TO JUSTICE DIRECTING ATTORNEY." **Please, no phone calls.**

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

*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.*