



HEARING REPRESENTATIVE - EMPLOYMENT RIGHTS PROJECT

CLASSIFICATION: Hearing Representative II (Union)	SALARY: \$63,550.17- \$83,952.00 DOE/DOQ
DEPARTMENT: Legal	FLSA STATUS: Exempt
REPORTS TO: Directing Attorney	APPLICATION DEADLINE: Until filled

For nearly 50 years, Bet Tzedek has set the standard for innovation and excellence in poverty law. In that tradition, Bet Tzedek established the Employment Rights Project (“ERP”) in 1999. The ERP seeks to enforce minimum labor standards in the workplace by assisting low-wage workers through a combination of individual representation before the Labor Commissioner, the Employment Development Department (“EDD”), litigation in state and federal court, legislative advocacy, and community education. Our cases involve non-payment of minimum wage and other wage-and-hour violations; workplace discrimination; illegal retaliation in the workplace; and human trafficking for forced labor.

Bet Tzedek seeks to add a hearing representative to support low-wage workers in accessing unemployment insurance, as workers continue to experience difficulties in accessing unemployment benefits following the pandemic’s historic rates of unemployment. The hearing representative in this role will assist with appeals related to wrongful denials, incorrect benefits calculations, and overpayments, as well as advocacy with the EDD related to unanswered applications.

ESSENTIAL DUTIES

- Represent individuals with unemployment insurance claims related to wrongful denials, incorrect benefits calculations, and overpayments;
- Work closely with worker centers and other community partners in developing cases to be taken to EDD;
- Conduct outreach to the legal community, community-based organizations, and elected officials and provide “Know Your Rights” presentations in low-income and immigrant communities;
- In collaboration with community partners, conduct legislative advocacy on issues impacting workers’ access to unemployment insurance;
- Participate in intake clinics; and
- Work closely with Bet Tzedek’s Pro Bono Department to recruit, train, and mentor volunteers and pro bono attorneys.

QUALIFICATIONS

- A paralegal certificate/degree in paralegal studies from an ABA-approved institution OR bachelor's degree and at least 1 year of law-related experience under the supervision of an attorney who has been an active member of the California bar for the preceding 3 years (required);
- At least 3 years of practice experience in administrative advocacy (required);
- Experience in unemployment insurance benefits, wage and hour, and/or other employment matters affecting low- income immigrant workers (preferred);
- Experience with State Disability Insurance or other public benefits (preferred);
- Bilingual and biliterate in both English and Spanish (required);
- Experience training and working with volunteer attorneys and students (preferred);
- Demonstrated patience, compassion, respect, and commitment to serving low-income workers (required);
- 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 and resume** to bettzedek.84.53E@applynow.io (Subject: “ERP HEARING REPRESENTATIVE”)

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.