

HOMELESSNESS PREVENTION DIRECTING ATTORNEY

CLASSIFICATION: Management (Non-Union)	SALARY: \$100,000.00 – \$120,000.00 (DOE)
DEPARTMENT: Legal	FLSA STATUS: Exempt
REPORTS TO: VP, Legal Programs	APPLICATION OPEN: 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 a **Preventing & Ending Homelessness Program (PEHP) Directing Attorney** to lead and manage a dynamic team of attorneys, support staff, and volunteers to prevent and defend residential evictions and provide comprehensive, wrap-around legal services to remove barriers faced by Angelenos who are unhoused or are at-risk of losing housing.

The Preventing & Ending Homelessness Program Directing Attorney will 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

- Work closely with the President & CEO, VP Legal, fellow Directing Attorneys, and program staff to develop and implement all aspects of the program.
- Supervise and manage substantive legal work performed by staff, including intake and client representation provided by staff attorneys and support staff, by reviewing legal work, conducting case reviews, and resolving escalated client- and case-related issues to ensure client legal needs are met at the highest of standards.
- Supervise and manage program workflows including intake, case management, assignment of cases and tasks, and monitoring and improving case handling procedures to ensure client 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 Preventing & Ending Homelessness Program (PEHP), West Hollywood, Beverly Hills, Culver City, and Project Lead 9 subteams, including being primarily responsible for liaising with grant funders, 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

- Active member of California State Bar in good standing (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 housing law, public benefits, criminal expungement, immigration law, consumer law, administrative law, and/or other areas of civil legal services (required);
- At least three (3) years of experience in civil litigation (required), preferably including jury trial or eviction defense experience (strongly preferred);
- At least three (3) years of 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);
- Proficiency in Spanish (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, volunteers, 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.C3.537@applynow.io, subject line "HOMELESSNESS PREVENTION 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.