STAFF ATTORNEY – SMALL BUSINESSES DEVELOPMENT

<table>
<thead>
<tr>
<th>CLASSIFICATION:</th>
<th>Attorney II (Union)</th>
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<tr>
<td>DEPARTMENT:</td>
<td>Legal</td>
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<tr>
<td>FLSA STATUS:</td>
<td>Exempt</td>
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<td>REPORTS TO:</td>
<td>Directing Attorney</td>
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<tr>
<td>SALARY:</td>
<td>$72,009.46 - $99,970.02 (DOE/DOQ)</td>
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<td>APPLICATION DEADLINE:</td>
<td>Until filled</td>
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For nearly 50 years, Bet Tzedek Legal Services has provided high-quality, free legal services to Los Angeles’ most vulnerable residents. In that tradition, seven years ago, Bet Tzedek launched its most recent effort to promote economic growth and equality in Los Angeles, the Small Business Development Program. The Small Business Development Program invests valuable legal expertise in underserved entrepreneurs and small business owners to nurture talent, develop innovators, and empower those who wish to build a better future in marginalized communities.

Following the start of the COVID-19 pandemic, which severely impacted small businesses, Bet Tzedek substantially ramped up its Small Business Development Program and developed many new partnerships with community organizations and government offices to further expand our reach. As part of Bet Tzedek’s partnership with the City of Los Angeles, we will provide legal education, advice, and representation to small businesses located in Los Angeles City on a range of transactional issues, including real estate, entity formation, IP protection, labor law, and liability mitigation. Bet Tzedek is seeking a staff attorney that will assist small business owners with their business-related legal issues as they seek to start, maintain, or grow their business.

This position is eligible for Bet Tzedek Legal Services’ hybrid/remote workplace designation. At the discretion of the immediate supervisor, the employee may be required to work in the office or other locations to meet workload/business obligations. This requirement may be on a temporary or ongoing basis.

ESSENTIAL DUTIES:

- Conduct and supervise initial intake interviews, assess client eligibility, and represent or refer clients as needed;
- Under the supervision of the Directing Attorney, but requiring limited direction, input, or correction, maintain a case load of matters that require legal expertise on business-related issues including business formation, document drafting (contracts, bylaws, operating agreements, etc.), financing for businesses, IP protection, and regulatory compliance;
- 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, training and mentoring pro bono attorneys, and taking primary responsibility for helping address and resolve more complex pro bono inquiries and issues;
- Organize and supervise the participation of volunteers in initial intakes, webinars and legal clinics;
- 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 other staff attorneys, administrative staff, and office staff to ensure that small business owners and entrepreneurs in Los Angeles City receive the necessary legal tools to start, maintain, or grow their business;
• Partner with other entities and individuals that aid small business owners and entrepreneurs to help develop and provide holistic services to clients;
• Work closely with the program’s Directing Attorney to track client data and outcomes;
• Collaborate with Bet Tzedek’s External Affairs department to support communications and fundraising efforts related to the program; and
• Other duties may be assigned.

QUALIFICATIONS:
• Active member of the California State Bar in good standing (required).
• 4-8 years of experience practicing law (required).
• Highly motivated self-starter (required).
• Clearly demonstrated proficiency with general legal areas common to small business operations, business formation, and document drafting (contracts, bylaws, operating agreements, etc.) (required).
• Clearly demonstrated proficiency with one or more substantive legal areas relevant to small business operations (commercial leasing contractual and landlord/tenant issues, business financing, intellectual property, employment law, licensing, and regulatory compliance, etc.) (required).
• Ease with oral and written communication in both English and Spanish, Mandarin or Korean (preferred).
• Demonstrated record of training, mentoring, and supervising volunteer attorneys and students (required).
• Demonstrated commitment to Bet Tzedek’s mission to provide free legal services to those who need them most (required).
• 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 writing sample to betzedek.90.B3C@applynow.io (Subject: Staff Attorney, Small Business.)

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.

Funding for the Staff Attorney Small Business Development role requires candidate to show proof of full Covid 19 vaccination and/or proof of exemption status as per funder’s guidelines.