



Pro Bono Coordinator – Eviction Defense

CLASSIFICATION: Attorney II (Union)	SALARY: \$72,009.46 - \$114,587.00 (DOE/DOQ)
DEPARTMENT: Pro Bono	FLSA STATUS: Exempt
REPORTS TO: Directing Attorney	APPLICATION DEADLINE: Until filled

For nearly 50 years, Bet Tzedek Legal Services has provided high-quality, free legal services to Los Angeles' most vulnerable residents. Since our founding, pro bono work and volunteerism have been at the core of Bet Tzedek's mission to ensure access to justice for all individuals. Today, Bet Tzedek sets the standard for innovation and impact in the integration of pro bono and volunteer services throughout the organization. Our nationally recognized and award-winning pro bono program attracts and engages a wide range of volunteers including attorneys, paralegals, law students, college students and professionals. From designing and staffing pro se clinics to co-counseling on multi-year class actions, these pro bono partnerships allow Bet Tzedek to make meaningful change in the lives of our clients and the communities we serve.

Bet Tzedek's Eviction Defense Project (EDP) fights to eliminate homelessness by providing litigation-based direct services to residential tenants in Los Angeles County facing eviction or other rental housing disputes. EDP is part of the Right to Counsel Coalition and Stay Housed L.A. initiative.

The Pro Bono Coordinator (Eviction Defense) is a brand-new, full-time attorney position reporting directly to the Pro Bono Directing Attorney and working closely with Bet Tzedek's Pro Bono Department and its Eviction Defense Project (EDP). The Pro Bono Coordinator (Eviction Defense) will help develop, maintain, and coordinate the provision of pro bono legal services to low-income tenants throughout Los Angeles. The ideal candidate will have 3+ years of direct eviction defense experience and take a lead role in developing this new, exciting, and impactful pro bono-focused project.

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

- Work with Bet Tzedek's Pro Bono Director and program staff to develop a wide range of eviction defense pro bono and volunteer opportunities;
- Create and manage eviction defense clinics and pre-litigation consultations, anti-harassment workshops, and Know-Your-Rights presentations, staffed by pro bono volunteers;
- Help facilitate the placement of unlawful detainer cases with pro bono volunteers;
- Provide hands-on supervision and mentorship to volunteer attorneys working on eviction defense cases to address their substantive questions;
- Co-counsel unlawful detainer cases with pro bono attorneys, where appropriate;
- Develop training materials and conduct regular presentations at law firms, law schools, and paralegal programs;
- Maintain up-to-date sample filings and resources;

- Recruit pro bono volunteers and assist in developing and managing Bet Tzedek's relationships with law firms and corporate counsel;
- Collect and maintain case/clinic data and track pro bono and volunteer engagement;
- Assist with reporting;
- Represent Bet Tzedek on relevant committees, working groups, and task forces in the legal community; and
- Other duties may be assigned.

QUALIFICATIONS

- JD and member of the California State Bar in good standing (required);
- Minimum of three(3) years' experience litigating landlord-tenant, housing, and eviction defense matters (required);
- Experience working with volunteers, preferably attorney volunteers through pro bono initiatives (required);
- Experience supervising attorney volunteers and/or law students (preferred);
- Ability to work collaboratively with colleagues and external partners (required);
- Experience in teaching, mentoring, and motivating others (required);
- Exceptionally organized, self-motivated, and goal-oriented (required)
- Understanding and commitment to Bet Tzedek's mission of equal justice for all and Bet Tzedek's values of leadership, community-based advocacy, and innovation (required); and
- Commitment to diversity, equity, and inclusion (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).

BENEFITS PACKAGE:

Bet Tzedek offers an excellent benefits package in addition to competitive salaries. These benefits currently include:

- A generous number of paid holidays, vacation, and sick days annually.
- Personal and floating holidays
- Compensatory time for exempt employees.
- 18 weeks of paid parental leave (after 1 year of employment).
- Medical, dental, vision, chiropractic and acupuncture coverage for employees and dependents, with office visit co-pay reimbursement for HMO enrollees.
- Life/accidental death and dismemberment (AD&D) insurance, long-term disability insurance, and Employee Assistance Plan.
- Voluntary (employee-contributed) life/AD&D, accident, critical illness, hospital confinement, and pet insurance.
- Employee-contributed 401(k) plan.
- Employee-contributed 403(b) plan.
- Healthcare and childcare flexible spending accounts.
- Commuter transit and/or parking benefits.

HOW TO APPLY:

- Email letter of interest, resume, and writing sample to bettzedek.EC.B3D@applynow.io (Subject: "Pro Bono Coordinator – Eviction Defense")

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.

Funding for the Pro Bono Coordinator – Eviction Defense position requires candidate to show proof of full COVID-19 vaccination and/or proof of exemption status as per funder's guidelines.