



STAFF ATTORNEY – “LEAVING A LEGACY” ESTATE PLANNING PROJECT

CLASSIFICATION: Attorney III(Union)	SALARY: \$92,379.61 - \$147,003.04 (DOE/DOQ)
DEPARTMENT: Legal	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. That history has included launching new and innovative projects designed to meet community needs. In that tradition, Bet Tzedek is seeking an attorney to join Bet Tzedek’s newly established “Leaving a Legacy” Project. A component of Bet Tzedek’s Elder Justice initiative, the Leaving a Legacy project is an exciting collaboration with the County of Los Angeles focused on providing estate planning services to traditionally underserved communities of Los Angeles in order to promote the transfer of intergenerational wealth in those communities. Services will include a mixture of direct services, including the drafting of estate planning documents, as well as a comprehensive outreach and education campaign.

This position is eligible for Bet Tzedek Legal Services’ hybrid/remote workplace designation. While the primary workplace is Bet Tzedek’s offices, at the discretion of the immediate supervisor, the employee may be permitted to work remotely or may be required to work in other locations depending on workload/business obligations.

ESSENTIAL DUTIES:

- Provide direct services to clients in the area of advance planning including (but not limited to): Wills, POAs DPAHC, beneficiary designation, and revocable living trusts.
- Create educational materials and engage in a robust education and outreach strategy to support and increase awareness of the need for advance planning in traditionally underserved communities of Los Angeles County.
- Lead, expand, and innovate Bet Tzedek’s current advance planning services through trainings and outreach to staff, community and government partners, and community members as needed (virtually and, to the extent appropriate and permissible, in-person).
- Engage with pro bono attorneys and volunteers to expand scale level of services provided.
- Actively collaborate with Development Staff to meet all relevant grant reporting requirements, including helping to compile and interpret data and draft narratives, and actively participate in donor meetings.
- Other assignments as deemed appropriate.

QUALIFICATIONS

- Active member of California State Bar in good standing (required);
- Willingness to train and work with volunteer attorneys and students (required);
- Bilingual and biliterate in the Spanish and English languages (preferred);
- Minimum of 6 years of experience practicing law (preferred);
- At least 6 years of experience in elder law / advance planning (required);
- Demonstrated commitment to applying principles of diversity, equity, and inclusion in performance of job duties (required); and
- Demonstrated 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)

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 minimum salary requirement to bettzedek.F3.F3A@applynow.io.
Subject: "Staff Attorney, Leaving a Legacy Estate Planning Project").

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.