



**COMMUNITY
LEGAL SERVICES
IN EAST PALO ALTO**

JOB ANNOUNCEMENT: ECONOMIC ADVANCEMENT ATTORNEY

Applications reviewed on a rolling basis

Community Legal Services in East Palo Alto (CLSEPA) is excited to announce an attorney position with our Economic Advancement Program (EAP). The EAP works with low-income community members facing barriers to their economic advancement such as past criminal justice system involvement, wage theft, discrimination and harassment. Its long term goal is to increase self-sufficiency and an improved quality of life for the community at large. The attorney is expected to provide advice, counsel, and direct legal representation to clients in court and administrative hearings. In addition to maintaining an individual caseload, the attorney is expected to participate in clinics, community outreach, and policy advocacy, and to collaborate and coordinate with community partners to connect clients with other services needed to remove barriers to economic stability. CLSEPA is a legal services non-profit that combines policy advocacy and impact litigation with direct legal services. We specialize in housing, immigration, and economic advancement. Our legal advocates work side-by-side with low-income communities, predominately communities of color in East Palo Alto and the Peninsula, to bring about lasting change.

Essential Duties and Responsibilities (*Training to be provided as needed*)

1. Represent clients with convictions with record clearance petitions and hearings.
2. Represent clients in litigation and administrative proceedings on a range of economic advancement issues, with an emphasis on workers' rights, reentry, and consumer issues.
3. Negotiate on behalf of clients with employers, potential employers, creditors, and credit reporting companies.
4. Provide legal advice and counsel on workers' rights and reentry issues.
5. Collaborate with CLSEPA's other teams on cross-over issues, such as immigration-related post-conviction relief and fair chance housing.
6. Train, mentor, and supervise pro bono attorneys and law students working on EAP cases and at clinics.
7. Participate in community outreach events and legal workshops/clinics.

Knowledge, Skills, & Abilities (Required)

1. California Bar membership and two years of post-law school legal experience
2. Proficiency in verbal Spanish
3. Commitment to serving low-income populations and communities of color
4. Excellent written and oral communication skills
5. Ability to relate to and communicate with a broad range of clients and colleagues
6. Values working cooperatively with others, both within the organization and in the community

Salary: Salary range is \$64,000 to \$85,000 (depending on experience). Benefits include medical, vision and dental insurance, life and disability insurance, and paid leave. CLSEPA also offers a flexible spending plan, for qualified health and child care expenditures.

To Apply: Please send resume, cover letter, writing sample, and list of three references to Human Resources, Community Legal Services in East Palo Alto, 1861 Bay Rd., East Palo Alto CA 94303 or email jobs@clsepa.org with "EAP Attorney" in the subject heading. No calls please. **In your cover letter, please address the following in order for your application to be considered.** CLSEPA's clientele is extremely diverse, and the majority of our clients are low income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued. How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

CLSEPA is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender



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(including gender identity, pregnancy, childbirth, lactation, pregnancy- and childbirth-related medical conditions), sexual orientation, national origin, ancestry, age, uniform-service member/veteran status, marital status, medical condition, physical or mental disability, taking/requesting statutorily protected leave, or any other basis protected by law.