



COMMUNITY
LEGAL SERVICES
IN EAST PALO ALTO

JOB ANNOUNCEMENT: LEGAL FELLOW, ECONOMIC ADVANCEMENT PROGRAM

Dates of Position: September 2019 – August 2021

Applications reviewed on a rolling basis

Community Legal Services in East Palo Alto (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.

CLSEPA is excited to announce a one-year, post-graduate legal fellowship with its Economic Advancement Program (EAP). The program's long term goal is to increase self-sufficiency and an improved quality of life for the community at large. The economic advancement team focuses on overcoming barriers to self-sufficiency because of past contact with the criminal justice system and because of workplace challenges like wage theft, discrimination, and retaliation. We seek a fellow who is interested in community lawyering and connecting the law with grassroots activism. The fellow will be expected to provide direct legal services to clients through administrative advocacy and litigation; support our community organizing and coalition building efforts; and contribute to community education and empowerment programs around workers' rights and reentry issues.

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

1. Collaborate closely with organizers to provide technical assistance and advocacy support to grassroots campaigns led by low-wage workers and system-impacted individuals in San Mateo County.
2. Represent clients in litigation and administrative proceedings on a range of economic advancement issues, with an emphasis on workers' rights, consumer issues, and reentry 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 volunteers and law students working on cases and at clinics.
7. Participate in community outreach events and legal workshops/clinics.

Knowledge, Skills, & Abilities (Required)

1. California Bar membership or plans to take the California Bar in July 2019
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 is \$70,000 or higher (depending on experience). Benefits include generous paid leave, medical, vision and dental insurance, life and disability insurance, and. 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 jobs@clsepa.org with "Economic Advancement Fellow" 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 (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.