



## COMMUNITY LEGAL SERVICES IN EAST PALO ALTO

### **JOB ANNOUNCEMENT: ECONOMIC ADVANCEMENT MANAGING ATTORNEY**

*Applications reviewed on a rolling basis*

CLSEPA is excited to announce a Managing Attorney position with its economic advancement (EAP) team. The attorney will mentor and supervise economic advancement attorneys, support staff, and volunteers, manage economic advancement projects, and play a leadership role in the program's fundraising efforts. In addition, the Managing Attorney will represent formerly incarcerated individuals to overcome barriers to their economic advancement and low-wage workers facing workplace challenges such as wage theft, sexual harassment, and discrimination. In Silicon Valley, communities of color, especially Latino communities, and other low-wage workers are facing barriers to full employment that meets the rising cost of living. CLSEPA's experienced attorneys work to combat this crisis and empower clients to fight the persistent employment discrimination due to having a conviction. 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. Provide mentorship, supervision and professional development support to a team of staff and volunteers.
2. Manage a portfolio of grants and contracts, including overseeing data collection, ensuring progress toward deliverables, drafting proposals and reports, and participating in funder briefings.
3. 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.
4. Collaborate with the Director to manage economic advancement projects and standardize internal procedures.
5. Participate in community outreach events and legal workshops/clinics.

#### **Knowledge, Skills, & Abilities** *(Required)*

1. California Bar membership and a minimum of six years of post-law school legal experience.
2. Excellent managerial skills, including the ability to work effectively in collaboration with a diverse team, be a proactive and engaged supervisor, and inspire confidence in others.
3. Proficiency in verbal Spanish is preferred but not required.
4. Commitment to serving low-income populations and communities of color.
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 \$92,000 to \$100,000 (this range is for a managing attorney with 6-10 years of experience). Benefits include generous paid leave, medical, vision and dental insurance, life and disability insurance. 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](mailto: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 (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.*