



**COMMUNITY  
LEGAL SERVICES  
IN EAST PALO ALTO**

**JOB ANNOUNCEMENT: MANAGING ATTORNEY, HOUSING PROGRAM**

**(Potential Locations: East Palo Alto, Burlingame, or Mountain View) -- Applications reviewed on a rolling basis**

CLSEPA seeks a full-time Managing Attorney to join our housing team. The Managing Attorney will mentor and supervise housing attorneys and volunteers, manage important housing team projects, and play a leadership role in the program's fundraising efforts. In addition, the Managing Attorney will represent tenants in eviction lawsuits and affirmative litigation and help lead specific policy campaigns. In Silicon Valley, communities of color, especially Latino communities, and other low-wage workers are facing a crisis of evictions, predatory rent increases, and housing discrimination. 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, potentially across different offices.
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. Collaborate with the Directing Attorney to manage housing team projects such as courthouse clinics, as well as standardize internal procedures.
4. Represent tenants in eviction lawsuits, affirmative litigation, and policy advocacy.
5. Maintain strong relationships with external stakeholders such as local governments, law firms, and schools.
6. Participate in community outreach events and legal workshops/clinics.

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

1. California Bar membership and a minimum of 6 years 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. Excellent listening, communication, and persuasion skills, utilized with a broad range of clients and colleagues
6. Values working cooperatively with others, both within the organization and in the community

**Salary:** \$92,000 to \$100,000 or higher (this range is for a managing attorney with six years of experience to ten 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 "Managing Attorney -- Housing" 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.*