



**COMMUNITY
LEGAL SERVICES
IN EAST PALO ALTO**

**JOB ANNOUNCEMENT:
HOUSING ATTORNEY OR SENIOR HOUSING ATTORNEY**

CLSEPA seeks a full-time attorney to conduct litigation with its housing team. The attorney will defend eviction lawsuits and provide advice and education to tenants about their rights. In addition, the attorney will be involved in all aspects of affirmative litigation to improve housing conditions, prevent displacement, and combat discrimination. In Silicon Valley, communities of color, especially Latinx communities, and other low-wage workers who have been hit hardest by the COVID-19 pandemic, 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 routinely have multiple impact cases pending at any one time. 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 tenants in unlawful detainer (eviction) lawsuits, including discovery, motion practice, and trial prep.
2. Represent tenants in litigation and administrative proceedings to improve living conditions and fight unlawful rent increases.
3. Work on all aspects of strategic, impact litigation and affirmative lawsuits, including investigation, written discovery, depositions, motion practice, mediation, and trial prep.
4. Train, mentor, and supervise pro bono attorneys, junior attorneys, and law students working on housing cases and at clinics.
5. Develop and participate in community outreach events and legal workshops/clinics.
6. Assist with fundraising, including drafting proposals and preparing grant reports

Knowledge, Skills, & Abilities (Required)

1. California Bar membership
2. Three or more years of post-law school legal experience
3. Proficiency in verbal Spanish is preferred but not required
4. Commitment to serving low-income populations and communities of color
5. Excellent written and oral communication skills
6. Ability to relate to and communicate with a broad range of clients and colleagues
7. Values working cooperatively with others, both within the organization and in the community

COMPENSATION: \$76,000 to \$95,000 or higher (this range is for an attorney with three years of experience to a senior attorney with 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.

LOCATION: This position may be based in East Palo Alto, Burlingame, or Mountain View depending on the candidate's preference, and could include a flexible remote work schedule. All our work is currently remote until further notice.

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 "Housing 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.