



COMMUNITY
LEGAL SERVICES
IN EAST PALO ALTO

PRO BONO PROGRAM MANAGING ATTORNEY

Community Legal Services in East Palo Alto (CLSEPA) is a non-profit organization founded in 2002 by community leaders engaged in the social justice movement. Our mission is to provide transformative legal services that enable diverse communities in East Palo Alto and beyond to achieve a secure and thriving future. We serve low-income and working-class populations, predominantly communities of color, in the areas of immigration, housing, employment, and reentry law. We maximize our impact by coupling direct services with community education, technical assistance, and policy advocacy.

Our Values

We value ***Service, Equity, Humility, and Inclusion*** and practice:

- Working towards our mission in concert with colleagues, our clients, and community. We recognize that people come to us as whole beings. Service is inherent in treating others the way you want to be treated and recognizing we all have the power to create change.
- Acknowledging, addressing, and reducing harm that results from inequities in society and within our own organization. Working for equity involves decreasing systematic mistreatment and barriers created by systems of social inequality. It also involves working towards increasing shared access to power, privilege, and resources in the community and within the workplace.
- Understanding that learning is a life-long process, and we can learn from non-traditional sources, like clients and each other. Humility is listening with active curiosity and thinking about your own reactions and judgments. Humility is appreciating other identities, expressions, behaviors and ways of being and doing that are different from your own.
- Creating an environment where everyone, including those who have been historically excluded, is valued, able to participate fully, and have a voice.

CLSEPA is excited to announce a **Pro Bono Program Managing Attorney** position. This position is funded through a multi-year grant to preserve homeownership and generational wealth in underserved communities across San Mateo and Santa Clara counties, and reports directly to CLSEPA's Director of Pro Bono. The Pro Bono Program Managing Attorney will be the driving force behind CLSEPA's expansion into anti-predatory lending, foreclosure prevention, and pro bono estate planning support.

East Palo Alto's homeowners — predominantly Latino, Black, and Pacific Islander families — face compounding threats from predatory lending, foreclosure risk, and the absence of estate planning resources. Without legal intervention, decades of hard-won homeownership are at risk of being lost in a single generation. This role sits at the intersection of direct legal services, pro bono program development, and community lawyering, and offers a meaningful opportunity to shape CLSEPA's homeowner services for years to come.

As a Pro Bono Program Managing Attorney, you will:

Pro Bono Program Development

- Identify, recruit, and cultivate relationships with small and mid-size law firms whose practice areas include estate planning, consumer protection, and related homeowner-focused legal services

- Design and implement a structured pro bono engagement model, including onboarding, training, mentorship, and ongoing support for volunteer attorneys
- Develop and facilitate pro bono training workshops on cultural competency, trauma-informed legal practice, and working with low-income communities in East Palo Alto and surrounding areas
- Coordinate volunteer attorney participation in regular estate planning consultation clinics, ensuring appropriate supervision, conflict screening, and referral protocols
- Maintain ongoing relationships with pro bono partners; conduct annual check-ins to refine training and support; track attorney retention and hours contributed
- For candidates with immigration experience, assist with mentorship of placed pro bono cases

Consumer Law Clinics, Estate Planning Limited Services, and Other Direct Services

- Plan, organize, and staff consumer law clinics addressing debt collection, predatory lending, fraud, and title protection, including coordinating with pro bono volunteers, staff attorneys, and social workers to ensure comprehensive, wrap-around service delivery
- Provide limited-scope advice and brief consultations to consumers on consumer rights, debt validation, collection defense, and predatory lending schemes
- Assist consumers in understanding PACE loan fraud, equity-stripping scams, title theft, payday loan traps, and other financial predation schemes, connecting clients with appropriate legal resources
- Organize select estate planning consultation clinics, with pro bono partner coordination
- Maintain accurate client records, case notes, and data tracking in our case management system in compliance with grant reporting requirements

Community Engagement and Education

- Contribute to community workshops on estate planning basics, homeowner rights, foreclosure prevention, and predatory lending recognition, targeting underserved homeowners in EPA and surrounding communities
- Develop and refine multilingual educational materials, including “Know Your Rights” one-pagers, outreach presentations, and pro bono volunteer training resources
- Build and maintain referral relationships with community partners, including senior centers, faith communities, health centers, and community advocates serving Black, Latino, and Pacific Islander homeowners
- Represent CLSEPA at relevant conferences, coalitions, and community events as needed

Grant Management and Reporting

- Assist with data collection, data entry, and outcome tracking in accordance with reporting requirements
- Contribute to program evaluation activities, including client and partner surveys, and support documentation of program impact, best practices, and lessons learned
- Work collaboratively with the Director of Pro Bono and the Housing team to ensure alignment with grant goals and accountability to the communities we serve

As a Pro Bono Program Managing Attorney, you have:

- Bar membership (any state); California Bar membership or eligibility preferred

- A minimum of 3 years of post-law school experience, with a background in consumer protection, housing law, immigration, estate planning, or a related practice area
- Enthusiasm for attending networking events and active engagement with local bar associations, with the goal of raising awareness of CLSEPA's pro bono program, cultivating relationships with prospective volunteer attorneys, and building a pipeline of committed pro bono partners
- Demonstrated experience building or managing pro bono programs, volunteer attorney networks, or law firm partnerships, or a strong interest in developing this expertise
- Demonstrated commitment to serving low-income populations and communities of color
- Fluency or proficiency in Spanish strongly preferred; other language skills welcome
- Excellent listening and written and oral communication skills, including the ability to explain complex legal concepts in plain language across diverse audiences
- Experience facilitating trainings, clinics, or community workshops, or a demonstrated ability to develop these skills
- Ability to relate to and communicate with a broad range of clients, volunteer attorneys, community partners, and colleagues
- Demonstrated ability to work cooperatively within an organization and across the community
- Strong organizational skills and attention to detail, including experience with data tracking and file management
- Experience in immigration law is a plus; familiarity with the legal needs of mixed-status and immigrant families strengthens our ability to serve CLSEPA's diverse client population

Compensation

This is a full-time exempt position with the following starting annualized salary range (dependent on years out of law school):

- Pro Bono Program Managing Attorney: \$112,000-\$132,000

The ranges provided are CLSEPA's reasonable estimates of the base compensation for this role. The actual salary amount may be higher or lower, based on non-discriminatory factors such as experience, knowledge, skills, and abilities.

Benefits and Perks

In addition to a competitive compensation package, we offer competitive benefits, including health, vision, and dental insurance, a Health Reimbursement Account for mental health, 15 paid holidays, generous PTO, and a 403(b). To promote and support financial wellness, CLSEPA pays state bar dues and malpractice insurance. This position currently qualifies for Public Service Loan Forgiveness.

Physical Requirements

Prolonged periods of concentration while sitting at a desk and working on a computer.

Location

CLSEPA is a hybrid workplace. Employees are expected to reside in the Bay Area/Northern California at a distance allowing them to commute to their physical CLSEPA base location or other service delivery locations as needed. This position requires in-person attendance for client-facing clinics, community workshops, and pro bono attorney training events. It will also require commuting for periodic team or all-staff gatherings (frequency approximately once or twice per month).

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.

Pursuant to the San Francisco Fair Chance Ordinance, CLSEPA will consider for employment qualified applicants with arrest and conviction records.

Application Process

The success of our mission is dependent on building and maintaining an organization that includes people from different backgrounds and experiences who can challenge each other's assumptions with new perspectives. To that end, we look for a diverse pool of applicants including those from historically marginalized groups — women, people with disabilities, people of color, formerly incarcerated people, people who are lesbian, gay, bisexual, transgender, and/or gender nonconforming, first- and second-generation immigrants, veterans, and people from different socioeconomic backgrounds.

Applicants are encouraged to apply as soon as possible by submitting a resume, cover letter, writing sample, and 3 professional references using this [link](#) or emailing jobs@clsepa.org. Applications will be accepted on a rolling basis until the position is filled.

Why a Cover Letter?

We want to learn more about why CLSEPA. 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.

Cover Letter Prompt

Feel free to think broadly about your response to the following question (applying various aspects of your life and personal experiences):

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?