



Recent Grads and Those Awaiting Bar Results Encouraged to Apply

Staff Attorney Housing Program

2021-2022 SEARCH CRITERIA

Law Foundation OF SILICON VALLEY

Who We Are

The Law Foundation of Silicon Valley advances the rights of underrepresented individuals and families in our diverse community through legal aid, strategic advocacy, and educational outreach. We serve over 10,000 individuals and families each year through our Housing Program, Children & Youth Program, and Health Program. Our attorneys, social workers, and advocates use legal advocacy as a tool for social change by crafting inventive solutions to the legal issues facing low-income people in our region.

With a staff of 90 employees, we are the largest provider of free legal services in the South Bay region of the Bay Area. Our work is collaborative and meaningful and includes plenty of opportunities for professional growth. As a staff, we actively engage in discussions about race, equity, and inclusion, and are actively working towards becoming a more race-conscious legal services practice.

The State of California eviction moratorium came to an end on September 30, 2021, after two extensions. We are actively preparing to manage the increased legal aid caseload by growing the Housing Program team.



Position

overview

What you'll do

We are seeking a full-time Staff Attorney for our Housing Program. Priorities include the prevention of displacement of low-income individuals and communities of color through both direct legal services, including unlawful detainer defense, and system change work, including impact litigation and policy advocacy.

This role assists with landlord/tenant problems, eviction defense, fair housing/housing discrimination complaints, reasonable accommodations of disability, and Section 8 voucher/Housing Authority issues. Additionally, this role works on policy campaigns, fair housing, impact litigation, community and client education, outreach activities, and system reform projects.

Ultimate placements and job duties will be assigned based upon the needs of the Law Foundation with consideration for the interests, skills, and experience of the applicant. Some overtime may be required.



Staff Attorney - Housing KEY RESPONSIBILITIES

- ☑ Provide direct representation to clients in unlawful detainer (eviction) proceedings and managing an individual caseload;
- ☑ Engage in policy advocacy research, writing policy reports, sending advocacy letters to legislative bodies, and meeting with elected officials. Policy issues include anti-displacement policies, and tenant protections including rent stabilization, and just cause eviction protections;
- ☑ Assist and lead fair housing and impact litigation including, but not limited to, research and writing, motion writing, written discovery and depositions;
- ☑ Investigate potential systemic issues including research, writing, public records reviews, and in-person surveying;
- ☑ Attend, monitor, and provide feedback at community meetings, government body meetings, task force meetings, and other meetings/hearings related to systemic advocacy;
- ☑ Conduct outreach and community education presentations and produce educational materials;
- ☑ Support program and organization-wide initiatives, including race equity;
- ☑ Participate in education and outreach to the community about legal issues confronted by low-income tenants;
- ☑ Provide legal support to non-attorney staff and pro bono volunteers assisting with client intake and legal services.

Note that we value deep connection to the mission/guiding principles over perfect alignment of all qualifications and considerations listed below.

Ideal Candidate

who you are ...

- ☑ Deeply committed to, and passionate about, the vision and mission of the Law Foundation;
 - ☑ Have active California Bar Membership, or are otherwise eligible to practice law in California (recent law graduates and individuals awaiting California Bar Exam results are also encouraged to apply);
 - ☑ Experience managing a high-volume caseload including experience representing tenants in unlawful detainer actions;
 - ☑ Able to identify, investigate and resolve client problems;
 - ☑ Able to analyze, write and present ideas and legal concepts clearly and concisely;
 - ☑ Have strong organizational skills and the ability to multi-task and perform well under pressure in a fast-paced environment;
 - ☑ Have affirmative litigation experience including representing Plaintiffs in housing matters in state and federal court;
 - ☑ Able to work independently and effectively work as a part of a team, both internal and external to the Law Foundation;
 - ☑ Experienced in policy advocacy and/or community organizing;
 - ☑ Experienced in, and passion for community lawyering;
 - ☑ Connected to, and experience working with diverse populations, including communities of color and people living with disabilities;
 - ☑ Able to interact compassionately and effectively with individuals in crisis;
 - ☑ Passionate about social justice, race equity, and providing assistance to underserved populations;
 - ☑ Are bilingual in English and Spanish or Vietnamese (preferred).
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What we offer

The salary scale for this position is \$70,000-\$98,000 per year. Compensation is based upon bar admission date and comparable experience and is determined by the wage table of the current Collective Bargaining Agreement between SEIU Local 521 and the Law Foundation.

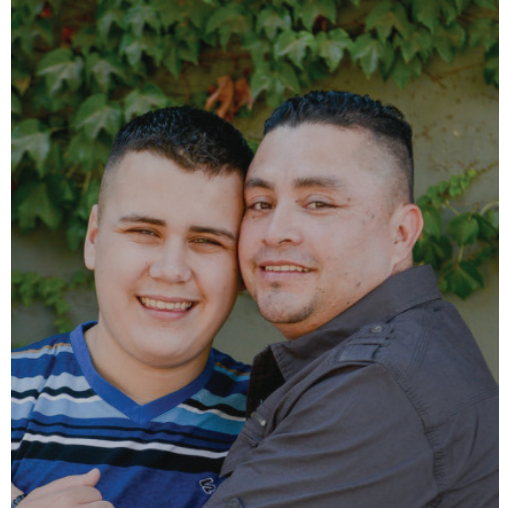
Excellent benefits are provided including:

- ☑ 18 paid holidays per year
- ☑ 3-5 weeks of vacation per year
- ☑ 12 days of sick leave per year
- ☑ Medical, dental, and vision insurance
- ☑ A robust Employee Assistance Program that includes free/discounted mental health therapy and wellness services for employees and their dependents
- ☑ A 401(k) retirement plan with employer contributions
- ☑ A sabbatical after 5 years of employment
- ☑ An annual budget for professional development
- ☑ An additional monthly stipend for those who are bilingual

Remote work:

- ☑ Due to the COVID-19 pandemic, employees are currently working remotely for the foreseeable future, subject to some exceptions.
- ☑ We have also implemented rigorous health and safety protocols to minimize risk of exposure for staff who occasionally need, or want, to work from the office.
- ☑ We are open to providing flexibility regarding work schedules and locations to the extent feasible for each position.

More information regarding the Law Foundation is available here: www.lawfoundation.org





How to Apply

Applications will be reviewed on a rolling basis until positions are filled. Please submit the following items via email to jobs@lawfoundation.org: (1) Your resume, (2) At least three professional references, and (3) A cover letter that explains your interest in the position and The Law Foundation, and also addresses this question:

- ☒ To best serve our clients and our community, the Law Foundation is committed to creating a diverse and inclusive workplace in which differences are acknowledged and valued. How has your personal background or professional experiences prepared you to contribute to, and advocate for, social justice, race equity, and diversity within the Law Foundation and for the communities we serve?

Equal Opportunity Employment

The Law Foundation is an Equal Opportunity Employer/Affirmative Action Employer. We strongly encourage people of color, women, people living with disabilities, older people, and lesbian, gay, bisexual, and transgender people to apply. It is the policy of the Law Foundation to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, ethnicity, ancestry, religion, age, sex, gender, sexual orientation, gender identity/expression, pregnancy, medical condition or genetic information, veteran status, national origin, disability, marital or other protected status. The Law Foundation will conform to the spirit, as well as the letter of all applicable laws and regulations.