



610 S. Ardmore Avenue, Los Angeles, CA 90005, Tel: (213) 385-2977, Fax: (213) 385-9089, Website: www.publiccounsel.org

JOB ANNOUNCEMENT

PROGRAM ASSISTANT CHILDREN'S RIGHTS PROJECT

Public Counsel is the largest *pro bono* public interest law firm in the country. Founded in 1970, it is dedicated to advancing equal justice under law and addressing economic, racial, and other inequities by delivering free legal and social services to the most vulnerable members of our community. Public Counsel operates eight legal projects: Children's Rights, Community Development, Consumer Rights, Homelessness Prevention, Immigrants' Rights, Veterans' Rights, the Audrey Irmas Project for Women & Girls' Rights, and our impact litigation project, Opportunity Under Law. Public Counsel has a full-time staff of 130. We seek to have a racially inclusive staff.

Public Counsel's Children's Rights Project is composed of 23 attorneys, social workers, paralegals, and other support staff. Our staff serves children, youth, and their families on a variety of legal issues, including education rights, probate legal guardianship, public benefits, and adoption out of the foster care system. The Children's Rights Project also has practice areas geared to serving high need populations, including transition age youth and children with developmental disabilities.

JOB SUMMARY

The Children's Rights Program Assistant will provide support to our work advocating for children with developmental disabilities and to the Project's Directing Attorney. The Program Assistant will be part of the Children's Rights Project administrative team and may be asked to provide support in our other practice areas as needed. The Program Assistant works under the supervision of the Directing Attorney and has the following responsibilities:

- Assisting the Directing Attorney in coordinating various project needs, such as drafting meeting agendas, arranging for trainings, maintaining project publications and case files, and calendaring project-wide events;
- Providing administrative office support primarily to the Directing Attorney and a Senior Attorney working on issues involving children with developmental delays;
- Assisting with client casework, including preparing court filings, organizing client records, and assisting with discovery;
- Providing translation assistance to staff;

- Coordinating and managing the Guardian ad Litem (GAL) pro bono program, including placing cases with pro bono attorneys and managing communication between the dependency court and various attorneys; and
- Other duties as assigned.

ESSENTIAL JOB SKILLS AND ABILITIES REQUIRED

Candidate must be a team player who possesses the following:

- Strong writing and editing skills;
- Strong computer skills (Word, Outlook, Excel, and PowerPoint);
- Experience maintaining legal case files;
- Ability to prioritize multiple tasks;
- Ability to work well under pressure and in teams;
- Ability to complete work accurately and in a timely fashion;
- Attention to detail, outstanding organizational skills, and ability to multitask;
- Fluency in Spanish;
- Interest in working directly with vulnerable clients and engaging in outreach to community partners; and
- Competence in and dedication to working with people of diverse cultural, geographic, and economic backgrounds.

The following are strongly preferred:

- Strong familiarity with client management systems and web-based document management systems;
- Strong familiarity with Publisher and Adobe Pro; and
- Prior experience in a nonprofit legal setting.

START DATE AND COMPENSATION

This position is available immediately. Salary is commensurate with abilities and experience. Excellent benefits.

APPLICATION DEADLINE

Continuous until position is filled.

TO APPLY

Please send a cover letter and resume to:
Sharon Balmer Cartagena, Directing Attorney
Children's Rights Project
Public Counsel
610 South Ardmore Avenue
Los Angeles, California 90005
Fax: 213/385-9089
Email: crpjob@publiccounsel.org

No phone calls please.

Public Counsel is an Equal Opportunity Employer

All qualified applicants shall receive consideration for employment without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, gender identity or sexual orientation, in accordance with requirements of Federal and State laws.

All qualified applicants with criminal histories will be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.