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# **JOB ANNOUNCEMENT**

## **CONTRACT ATTORNEY COMMUNITY DEVELOPMENT PROJECT (TEMPORARY: 18 WEEKS STARTING IN JULY)**

### **ORGANIZATIONAL BACKGROUND**

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 over 130. We seek to have a racially inclusive staff.

Public Counsel's Community Development Project (CDP) strives to build healthy, inclusive, economically stable communities through the delivery of *pro bono* legal services to community-based coalitions, nonprofits and small businesses in Los Angeles County. CDP provides transactional legal services to nonprofits that assist lower income people and neighborhoods and to entrepreneurs located in, and employing residents of, low income neighborhoods. CDP also supports community led advocacy groups and community based organizations in their efforts to advance racial and economic justice and build power in low-income communities and communities of color. We advance community driven planning, development and litigation strategies to promote affordable housing and equitable development, create jobs and encourage child care facilities. Our clients include neighborhood based community development corporations, housing advocacy and organizing groups and coalitions, health care clinics, small businesses and child care providers serving areas in need in Los Angeles, including Boyle Heights, South LA, Pico Union, Wilmington, San Gabriel Valley and Skid Row.

### **JOB SUMMARY**

The Community Development Project Contract Attorney will support Public Counsel's provision of free legal services to qualifying nonprofits and small businesses throughout Los Angeles County. These services are designed to enhance the ability of individuals and organizations to

effectively start and operate organizations that attack root causes of poverty by providing critical safety net services including health care, child care, housing and food.

The Contract Attorney will be responsible for providing transactional legal assistance both directly and through recruitment and supervision of volunteer attorneys from the private bar and for delivering substantive legal trainings to nonprofits and small businesses. The types of assistance provided by CDP through staff attorneys and/or pro bono attorneys include incorporation, applying for tax exempt status, board governance, corporate compliance, negotiating and drafting contracts, commercial leases, land use, tax, employment and intellectual property. The Contract Attorney is also responsible for conducting outreach and client intakes, and acting as a spokesperson on significant community development issues.

Finally, the Contract Attorney may engage in advocacy to support CDP's work to advance community driven planning and development, and policies to promote affordable housing, create jobs, and encourage child care facilities.

The position offers the opportunity to work with a broad range of community leaders and support community economic development efforts in Los Angeles.

## **ESSENTIAL JOB SKILLS AND ABILITIES REQUIRED**

J.D. and California Bar membership required. The ideal candidate will demonstrate leadership skills, be a self-starter and communicate effectively orally and in writing. Specifically, the candidate must have:

- At least 3-5 years of transactional experience relevant to nonprofits and/or small businesses;
- Ability to interact effectively with individuals from highly diverse backgrounds;
- Excellent oral and written communication skills (Spanish language fluency is a plus);
- Limited evenings and weekends as needed to staff clinics and other educational presentations.

## **START DATE AND COMPENSATION**

This position is expected to be available beginning July 2019 and to continue for 18 weeks. Salary is commensurate with experience.

## **APPLICATION DEADLINE**

Continuous until position is filled.

## **TO APPLY**

Please send a cover letter and resume to:

Ritu Mahajan

Public Counsel

610 South Ardmore Avenue

Los Angeles, California 90005

Fax: 213/385-9089

Email: [ecejob@publiccounsel.org](mailto:ecejob@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.*