



# JOB ANNOUNCEMENT

## CHIEF OPERATING OFFICER & GENERAL COUNSEL

### 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 Irmes Project for Women & Girls' Rights, and our impact litigation project, Opportunity Under Law. Public Counsel has a full-time staff of over 130.

We are committed to building a diverse staff and encourage applications from people of color, people with disabilities, and people of all gender identities, gender expressions, and sexualities.

### JOB SUMMARY

Public Counsel is seeking a dynamic, highly motivated, and experienced leader to serve as a key member of its senior management team, working with and reporting directly to the President & CEO on a broad range of issues. The **Chief Operating Officer & General Counsel** will have responsibilities in four key areas that are critical to Public Counsel's success:

- Managing Public Counsel's day-to-day office operations and improving administrative systems, policies, and processes to facilitate responsive staff support and service;
- Overseeing and actively furthering efforts by management and the Human Resources Department to meaningfully ensure equitable experiences for all staff, incorporating the perspectives of multiple communities and promoting a culture of inclusivity and belonging that embraces the contributions of all team members;
- Overseeing and managing Public Counsel's internal legal practice procedures and legal compliance efforts, including conflicts and ethics-related issues; and
- Identifying, designing, and advising the President/CEO on innovative and strategic projects and initiatives that are responsive to evolving organizational and/or community needs and require input and coordination across Public Counsel.

### DESIRED JOB SKILLS AND ABILITIES

- Experience thoughtfully managing complex organizations, programs, and/or operations, including driving strategies to mobilize and encourage teams and improve organizational performance;

- Experience working directly with people from diverse backgrounds and incorporating their perspectives in the consideration of impacts and outcomes of a decision-making process.
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities;
- Excellent legal skills, training, and experience, including at least 7 years of legal experience, as well as active membership in good standing in the California Bar or in another state bar association;
- Experience serving as a general counsel or associate general counsel within an organization is highly desirable but not essential;
- Excellent interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community; and
- Excellent oral and written communication skills.

### **START DATE AND COMPENSATION**

- This position is available beginning immediately. The Chief Operating Officer & General Counsel is a full-time, exempt position. Salary is commensurate with abilities and experience and starts at \$150,000.
- Public Counsel offers a competitive benefits package including: (1) medical, dental, and vision coverage with both HMO and PPO options, (2) the option to enroll in a Flexible Spending Account, (3) a 403(b) retirement plan with elective contribution and an employer contribution after a year of employment, and (4) employer-paid life insurance and disability plans.
- Public Counsel follows all emergency state and local orders arising from the current COVID-19 crisis. Though generally this position is office based, currently all staff must work remotely from their homes. Public Counsel will assess when the physical office will reopen in a manner consistent with public health and local and state emergency orders.

### **APPLICATION DEADLINE**

Continuous until position is filled.

### **TO APPLY**

Click on this link to apply, <https://recruiting.paylocity.com/Recruiting/Jobs/Details/696456>.

Please include a cover letter and resume. No calls please.

**In your cover letter, please address the following in order for your application to be considered:**

How do you think your personal background or experiences, professional or otherwise, have prepared you to develop, support, and lead efforts to meaningfully ensure equitable experiences for all staff and promote a culture of inclusivity and belonging that embraces the contributions of all team members at Public Counsel?

*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.*