

**JOB ANNOUNCEMENT**  
**Paralegal**  
**Shriver Housing Project**  
**Homelessness Prevention Law Project**

**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 and seeks to have a racially diverse workplace.

Public Counsel's Homelessness Prevention Law Project (HPLP) serves individuals who are homeless or at high risk of becoming homeless. The Shriver Housing Project is a pilot project authorized under the Shriver Civil Counsel Act (AB 590) to demonstrate the benefits of providing counsel to clients in high-stakes civil litigation such as the possible loss of housing. Although not a pure civil Gideon project, the Shriver Housing Project assists thousands of unrepresented low-income litigants in unlawful detainer actions.

In addition to our homelessness prevention and anti-displacement efforts, our recent work includes:

- Supporting local tenants in their successful efforts to obtain an Eviction Moratorium ordinance.
- Teaming up with other non-profit legal services providers, tenant organizers and community-based organizations throughout Los Angeles County to push forward the implementation of a Right to Counsel for all tenants in eviction proceedings.
- Responding to federal attempts to rollback housing subsidies for immigrant families and fair housing protections.

**JOB SUMMARY**

The Paralegal will be a part of a team providing eviction defense and counsel and advice to tenants who reside in the area served by the Stanley Mosk Courthouse.

This is a full-time position that has the following responsibilities:

- Carry a high volume caseload that may include a mix of landlord-tenant counseling and eviction defense with attorney supervision;
- Provide support to Staff Attorneys and Supervising Attorney;
- Act as a resource for other Public Counsel staff and community partners;
- Coordinate grant reporting, billing, and outcome tracking for case work as directed by the Supervising Attorney;
- Perform various clerical duties such as record-keeping, document copying, e-Filing, etc.; and,
- Other duties as assigned.

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

Candidates must possess the following:

- Bachelor's degree from an accredited college or university and either: paralegal certificate/degree in paralegal studies from an ABA-approved institution OR bachelor's degree and at least 1 year of experience in litigation support, ideally in housing and/or community organizing;
- Comfort with practicing trauma-informed legal advocacy: empathy, responsive listening, restraint from judgment, and demonstration of authentic care and concern;
- Ability to work with and have sensitivity to individuals in crisis and at-risk of homelessness;
- Commitments to race equity and community-centered work, and willingness to incorporate race equity principles and community-centered approaches in practice;
- Experience with data collection and creating reports;
- Work well as part of a team, but also be able to work independently;
- Strong written and oral communication skills;
- Detail-oriented and superior organizational skills; and
- Ability to commute throughout Los Angeles County.

Ability to read, write and speak fluently in Spanish is preferred.

## **START DATE AND COMPENSATION**

- This position is available immediately and is a full-time, non-exempt position. Salary is commensurate with abilities and experience. This position is part of a special program created using designated funds. Please note that this position is contingent on ongoing funding.
- 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 positions are filled.

## **TO APPLY**

We value lived experiences and experiences working with our clients across a range of settings. Please consider discussing such experiences in your cover letter, especially if they are not reflected in your resume. Click on this link to apply, <https://recruiting.paylocity.com/recruiting/jobs/Details/681961/Public-Counsel/Paralegal---Shriver-Housing-Project>.

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.*