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JOB ANNOUNCEMENT

SMALL BUSINESS PROGRAM MANAGER

COMMUNITY DEVELOPMENT

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, social, 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 & Economic Justice, 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 inclusive culture and encourage applications from people of color, people with disabilities, and people of all gender identities, gender expressions, and sexualities.

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.

JOB SUMMARY

Public Counsel is currently accepting applications for the position of **Small Business Program Manager**. Since 1994, Public Counsel has provided legal support for small businesses in our communities because of the important role they play in offering pathways to financial independence and economic justice. Now, even as the broader economy starts to recover, the small businesses we work with—businesses which contribute to the cultural vibrancy and

diversity that Los Angeles is known for—are facing inordinate challenges. Ours are the smallest of small businesses, and disproportionately owned by people of color.¹

- The **Small Business Program Manager** will manage CDP’s direct services work for qualifying small businesses across multiple industries, helping our team respond nimbly and meaningfully to the legal needs of small businesses in Los Angeles County. This position will help us meet the increased needs for small business direct legal services, as well as provide proactive educational programming for businesses that have had little access to legal services in Los Angeles County. Working in close collaboration with CDP Staff Attorneys and the Directing Attorney, the **Small Business Program Manager** will take ownership of maintaining and expanding Public Counsel’s small business work with a culturally sensitive, client-centered approach. The **Small Business Program Manager** will also maintain and expand partnerships with community-based organizations and communities in Los Angeles that have historically been left out of relief efforts. The ideal candidate will be passionate about developing systems to support a growing Small Business team at Public Counsel.

Specifically, the **Small Business Program Manager** will be responsible for:

- Outreach and marketing in connection with Public Counsel’s direct services small business work to a variety of audiences, including community-based organizations, entrepreneurs, and *pro bono* partners.
- Strengthening Public Counsel’s *pro bono* relationships and expanding the available pool of trained volunteers able to take on small business legal matters, including pre-dispute matters and commercial leasing matters.
- Working with the Pro Bono Department to improve organizational systems and protocols to support pro bono infrastructure at Public Counsel, including recruiting and training of qualified *pro bono* attorneys with expertise to support the needs of small businesses.
- Supervising small business intake personnel and augmenting systems for client centered, trauma-informed systems for effective and efficient case management.
- Directly connecting small business clients with *pro bono* attorneys, managing case status to completion, and reporting small business data for grants and other publicity.
- With partners, launching educational training for *pro bono* attorneys and clients responsive to community needs.
- Maintaining and expanding Public Counsel’s existing community partnerships in the economic development field to assure a holistic network of referrals for small business clients.
- Supporting efforts to fundraise for, and market, the Small Business program.
- Actively participating as a member of the Community Development team, including but not limited to participation in firm-wide activities and advocacy,
- Adhering to program and case handling policies, procedures and standards of practice, as well as the highest professional and ethical standards, and
- Tracking and reporting of clients, matters, and outcomes in compliance with grant obligations.

¹ See e.g. Federal Reserve, [Small Business Credit Survey: 2021 Report On Firms Owned By People Of Color](#).

PREFERRED JOB SKILLS AND ABILITIES

- Bachelors or Associates degree, and at least 10 years of relevant work experience required;
- Excellent interpersonal skills and the ability to work well as part of a team;
- Entrepreneurial and collaborative spirit;
- Demonstrated commitment to race equity and economic justice;
- Experience working with low-income, diverse ethnic groups, and non-English speaking clients;
- Understanding of the needs of small businesses in Los Angeles County and/or experience supporting the Los Angeles small business sector;
- Enthusiasm for developing and expanding client centered, trauma informed programming and leveraging both in-house and *pro bono* resources to meet immediate small business client needs;
- Demonstrated experience as a self-starter, with a history of independently managing multiple projects preferred;
- Volunteer resource data tracking and *pro bono* relationship building experience;
- Background and experience in grant reporting, tracking deliverables, and program development and evaluation;

START DATE AND COMPENSATION

- This position is available immediately. The Small Business Program Manager is a full-time, Exempt position. Salary is commensurate with abilities and experience.
- 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

We value lived experiences and cultural competency reflective of our client populations. Please consider discussing such experiences in your cover letter, especially if they are not reflected in your resume.

Please click on this link to apply:

<https://recruiting.paylocity.com/recruiting/jobs/Details/715814/Public-Counsel/SMALL-BUSINESS-PROGRAM-MANAGER>

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.