



Neighborhood Legal Services  
of Los Angeles County

**JOB ANNOUNCEMENT:  
Disaster Preparedness Staff Attorney – Temporary Position  
June 2022**

Join the Neighborhood Legal Services of Los Angeles County (NLSLA) and become part of an energetic team of advocates that provide a wide-range of legal services aimed to address issues that disproportionately impact the poor. These services include litigation, providing training and technical assistance, and community education.

NLSLA is seeking a Disaster Legal Services Attorney to provide legal services to disaster survivors. The ideal candidate will be a skillful attorney who can excel in a fast-paced, dynamic anti-poverty law practice and is capable of fiercely advocating on behalf of NLSLA clients in multiple forums. The candidate must have a demonstrated passion and commitment to public interest law and prior experience serving low-income individuals and client groups, with a sensitivity to those in crisis.

**Position:** Disaster Preparedness Staff Attorney

**Availability:** Availability is Immediate.

**Salary:** Salary starts at \$68,000- commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; 125 plan; 403(b), loan reimbursement, bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.

**Duties and Responsibilities:** The Disaster Preparedness Attorney’s primary focus is to educate the public about disaster preparedness from a legal perspective, with an emphasis on the legal issues that arise following a disaster and how attorneys can assist. The two primary components of the position are Community Outreach and Education and Pro Bono Coordination. The Disaster Preparedness Attorney will work with NLSLA staff and our community partners in designing and conducting legal clinics and outreach events addressing the steps that can be taken in advance of a disaster to mitigate the impact and the problems that attorneys can help with, both before and after a disaster. The Disaster Preparedness Attorney will help design educational materials for the clinics and outreach events to be distributed to the community.

Working with our Director of Pro Bono, the Disaster Preparedness Attorney will also be responsible for recruiting, training, and supporting pro bono attorneys and other volunteers to assist in both the outreach events and clinics. The Disaster Preparedness Attorney will work with our regional partners in updating and online resources for pro bono and volunteers.

Neighborhood Legal Services of Los Angeles County | [www.nlsla.org](http://www.nlsla.org) | Toll-Free Telephone: (800) 433-6251

**GLENDALE OFFICE**  
Administrative Offices  
1104 E. Chevy Chase Dr.  
Glendale, CA 91205

**EL MONTE OFFICE**  
3629 Santa Anita Ave.  
#109  
El Monte, CA 91731

**PACOIMA OFFICE**  
13327 Van Nuys Blvd.  
Pacoima, CA 91331

**WELLNESS CENTER**  
Historic General Hospital  
1200 N. State St., #1008  
Los Angeles, CA 90033

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## Qualifications:

The ideal candidate must have two or more years of experience in public benefits, landlord-tenant or consumer law. The focus of this position is on education and outreach related to disaster preparedness and the legal services available to the most vulnerable populations in Southern California. The candidate will work with both NLSLA staff and our partners in collaborative effort to educate the public and to recruit, train, and support pro bono attorneys and other volunteers in responding to disasters. The ideal candidate will also possess strong organizational skills; the ability to effectively communicate verbally and in writing; and well-developed analytical skills. Of critical importance is that the candidate be self-motivated with the ability to work independently. Bilingual proficiency in Spanish is preferred.

COVID-19 vaccination is required, which is a condition of employment. Reasonable accommodations will be considered.

## About NLSLA:

Founded in 1965 as part of our nation's War on Poverty, Neighborhood Legal Services (NLSLA) is now one of the largest and most prominent public interest law firms in California, providing free assistance to more than 115,000 low-income residents of Los Angeles County each year. NLSLA's 180 attorneys specialize in areas of the law that disproportionately impact vulnerable populations, including affordable housing and eviction defense, access to public benefits, support for domestic violence survivors, access to healthcare, worker and consumer rights, services for justice-involved adults and children, clean slate initiatives, and employment and training.

Through a combination of individual representation, high impact litigation, and public policy advocacy combats the immediate and long-lasting effects of poverty and expands access to justice. NLSLA serves all of Los Angeles County with a special emphasis on the poor in San Fernando, San Gabriel, Pomona and Antelope Valleys, as well as the central county cities of Burbank and Pasadena. In addition, NLSLA advocates are co-located in courthouses in Van Nuys, Chatsworth, Pomona, Pasadena, and Downtown LA; Hospitals and health centers in Sylmar and Hollywood and El Monte; and with social services providers in the Antelope Valley.

## To apply:

Forward cover letter, resume, and writing sample to (no phone calls):

**Applicants should send a cover letter, resume, and writing sample to:**

Lambreni Waddell, Chief of Staff & Interim Director of Human Resources  
Neighborhood Legal Services of Los Angeles County  
1102 E. Chevy Chase Drive  
Glendale, CA 91205  
Fax: (818) 291-1790 E-mail: [employment@nlsla.org](mailto:employment@nlsla.org)

**NLSLA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at NLSLA are based on organizational needs, job requirements and individual qualifications, without regard to age, race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by federal and CA state laws. NLSLA will not tolerate discrimination or harassment based on any of these characteristics. NLSLA provides equal benefits to employees with spouses and its employees with domestic partners.**