

COMMUNITY LAWYERS, INC.
Employment Opportunity: Attorney & Executive Director

Location: Compton,CA

Start date: Negotiable, applications being accepted on an ongoing basis until position is filled

Salary: \$60,000 + medical and dental benefits for part time employment, 30 hours per week. This position provides an opportunity to grow with the organization.

About the position:

Community Lawyers Inc. is seeking an part-time **Attorney/Executive Director** for its programs and services in Compton, CA. This position will lead the implementation of CLI's strategic plan and serve as the primary driver for growing and sustaining the high quality legal and community services that comprise CLI's 15-year history in the community.

The Attorney/Executive Director will work closely with the Board of Directors, supervise one full-time staff person and provide supervision of *probono* attorney-led legal clinics. The Executive Director will also work closely with CLI's fundraising consultant to grow the organization's profile in the community and build a portfolio of funders, grants and programing to secure low-to-no-cost access to legal services for vulnerable populations.

CLI is seeking an organizational leader willing to grow with the organization and is interested in developing and implementing innovative program offerings that both provide access to justice as well as address root cause inequities that create the need for legal services.

About Community Lawyers, Inc.:

Community Lawyers Inc. provides underserved, low and no income community members access to justice through innovative legal programs, affordable and pro-bono legal services and community advocacy and engagement. For over 15 years, CLI has served Compton and the surrounding communities by assisting residents meet the challenges of finding quality, ethical and affordable legal advice and resources.

Job Responsibilities:

- **Fundraising 10%:**
 - Will work closely with board of directors and fundraising consultant to submit grants, build relationships with grant makers, cultivate funding opportunities and report on and sustain funder relationships.
- **Supervision of Legal Services, Staff and Volunteers 60%**
 - Oversee the operation of legal clinics and limited scope legal services
 - Provide supervision of staff in legal document preparation
 - Provide limited scope legal advice to select clients and consumers
 - Recruit and oversee *probono* attorneys
 - Provide regular oversight, feedback and leadership development to support the professional development of one full time staff person and multiple volunteers;
 - Develop and track all operations ensure implementation of programmatic requirements of funders, program goals, grant deliverables and organizational objectives.
- **Community engagement 10%:**
 - Work with staff and volunteers building relationships with local organizations, elected officials, city and county agency staff, and community leaders;
 - Grow organization's profile in the community and identify opportunities to collaborate with stakeholders on local initiatives;
 - Grow participation in CLI's service offerings and consumer facing services;
 - Identify potential growth areas for CLI in community and economic development, access to legal services, community organizing, and policy or legislative opportunities.
- **Grow and streamline program operations 20%:**
 - Work with existing staff and volunteers to:

- Increase frequency of service offerings and opportunities for consumer funded services;
- Expand organization's legal clinic offerings;
- Develop new models for partnering with mission-aligned attorneys and firms for mutually beneficial legal referrals.

Required Qualifications:

- Licensed Attorney, with immigration law background
- Demonstrated commitment to economic, racial, gender and social justice movements.
- Ability to be self directed and take initiative. Detail-oriented and accountable to organizational goals and work plans.
- Experience and comfort working in multicultural settings.
- Excellent writing skills for a policy-making, legal, and grantmaking audiences, including the ability to succinctly summarize program deliverables, performance, and findings.
- Strong verbal communication skills and experience making presentations for a wide range of audiences, including presentations to community organizations, testimonies to government agencies and board of directors.
- Experience maintaining, tracking and regularly reporting on individual participant and program benchmarks.
- Demonstrable understanding of non-profit practices, resources and trends.

Preferred Qualifications:

- Between two to five years of prior work experience, preferably in a supervisory or leadership capacity, operating outcomes-based services programs;
- Experience procuring funds or resources for program services;
- Prior experience designing, launching, implementing and improving community facing services.
- Experience as a community organizer or with an organization focused on community organizing

Extra consideration will be given to candidates who:

- Identify as persons of color, women, veterans, or formerly incarcerated persons, and/or have had experience working with one or more of those groups.
- Have experience working in non-profit organizations, legal services, grant funded organizations and the labor movement;
- Are fluent in speaking a language other than English.
- Have experience crafting and launching programs from scratch;
- Have a bachelor's degree, especially in public policy, economics, urban planning, or similar program, or equivalent experience.

Compensation: CLI aims to provide a supportive and energizing work environment that encourages teamwork and recognizes high-quality work. CLI is willing to consider offering a full time position or plan for a transition to full time for a qualified candidate to include pay increases as the organization grows and program services expand or develop.

To apply: Please email your cover letter and resume to admin@community-lawyers.org with "CLI Executive Director" in the subject line. **Applicants must submit a cover letter and resume, and a writing sample.** Applicants will only be contacted if they meet the minimum requirements. Please do not call or contact the organization about the position.

Women and people of color are strongly encouraged to apply. We are an affirmative action employer and encourage applications from all qualified candidates regardless of race, ethnicity, age, sex, sexual orientation, marital status, religion, or disability. We work to ensure fair treatment of applicants and employees and actively enforce zero tolerance policies against discrimination and sexual harassment.