



## Staff Attorney Job Description

### About Legal Link:

Legal Link is an Oakland-based nonprofit organization with a mission to remove legal barriers that prolong poverty by adding critically needed capacity to the legal ecosystem. We embed legal navigation support in community-based settings by training and supporting frontline partners to identify legal issues, surface unmet legal needs, and access legal protections. We envision a world in which communities rise out of poverty with equitable access to a just legal system.

### About the Position:

Legal Link is an innovative nonprofit entering an exciting phase of growth. We are looking for a dedicated attorney to join our small but mighty team. The Staff Attorney will support and manage Legal Link's core programming in the Bay Area. The Staff Attorney will be responsible for directing Legal Link's client- and navigator-facing work, managing partner development, and supporting the delivery of Legal Link trainings. The Staff Attorney will work under the direct supervision of the Co-Executive Director and is a full-time, salaried position.

### About the Team:

We are passionate advocates who welcome diverse educational, professional, and lived experiences. We place the communities we serve at the forefront of our decision-making. We believe in work-life balance as a necessary component to long-term, sustainable social justice advocacy. The Legal Link team adheres to the following organizational, cultural principles:

- We strive for organizational transparency and honesty in the workplace;
- We engage with one another through a lens of humanity, compassion, and vulnerability;
- We take time to celebrate and encourage the unique and valuable contributions of our team members;
- We receive and reflect on feedback in a learning, growth mindset; and
- We appreciate humor and humility.

### Roles + Responsibilities:

Directing and supporting Legal Link's core programming to include:

- Coordinating and conducting legal clinics with clients at partner organizations;
- Managing and responding to legal consults from navigators in Legal Link's network;
- Managing community partner engagement and outreach;
- Researching, creating, and maintaining legal and web-based resources;
- Collaborating with legal partners to surface gaps in the legal delivery system;
- Supporting delivery of Legal Link trainings;
- Program data entry and analysis in line with grant deliverables; and
- Other administrative work as needed.

### Knowledge, Skills + Abilities:

- Self-motivated, curious, goal-oriented, and collaborative
- Organized and detail-oriented



- Strong written and verbal communication skills
- Outstanding work habits: punctuality, communication, reliability, cooperation, professionalism
- Strong commitment to Legal Link’s mission and to social justice
- Adept with or able to quickly learn new online platforms, such as social media, Google Drive, Mailchimp, and Salesforce
- Demonstrated commitment to diversity, equity and inclusion
- Must be able to perform all essential job requirements and responsibilities within what would be considered reasonable accommodation
- Prior experience working beside communities experiencing housing insecurity and poverty is strongly preferred

**Education + Qualifications:**

- License to practice law in California
- Experience in one or more of the following legal areas is strongly preferred: benefits, consumer, criminal, family, housing, immigration, and worker’s rights
- Conversational Spanish language skills are strongly preferred

**Employment Type, Salary + Benefits:**

- Employment Status: full-time, exempt
- Salary range: \$80,000 - \$100,000, depending on experience
- Legal Link also offers a 35-hour work week and excellent benefits, which include health coverage, generous paid time off (including winter break office closure), sick leave, and parental leave.
- Expected start date: January 2023
- Location: Bay Area (hybrid remote / in-person)

**How to Apply:**

Please email a cover letter, resume, and three references to [sacha@legallink.org](mailto:sacha@legallink.org). Applications will be considered on a rolling basis. *Please be sure to include “Staff Attorney” in the subject line of the email.* In your cover letter, please answer the following questions and include any salary requirements:

1. Why are you interested in Legal Link and our approach using legal navigation or “Legal First Aid?”
2. What experience, if any, do you have working with communities experiencing housing insecurity?