



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 entering an exciting phase of growth. We are looking for a dedicated attorney to join our small but mighty team. The Staff Attorney will lead Legal Link's core programming in the Bay Area and support program expansion as-needed. The Staff Attorney will work under the direct supervision of the Co-Executive Director and is a full-time, salaried position.

Roles + Responsibilities:

We use a legal empowerment approach - combined with tech + design - to embed critical, upstream legal support in community settings. Our programs provide support to more than 50+ community organizations across the Bay Area. The Staff Attorney will direct and support Legal Link's core programming to include:

- Leading Legal Link's Bay Area legal navigation work, including:
 - Supporting and growing Legal Link's network of 700+ community navigators;
 - Delivering Legal First Aid trainings to community partners;
 - Collaborating with community and legal partners to surface gaps in the legal delivery system;
 - Managing legal clinics with clients at partner organizations;
 - Conducting legal navigation consults with community navigators;
 - Fostering community partner engagement and outreach;
- Supporting program expansion (statewide + nationally) as-needed;
- Maintaining Legal Link's web-based resources;
- Presenting Legal Link's model at regional, statewide, and national conferences;
- Analyzing program impact, including data entry and analysis; and
- Other administrative work as needed.

Knowledge, Skills + Abilities:

- Self-motivated, curious, 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: \$85,000 - \$105,000, 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), 401(k), and parental leave.
- Expected start date: Spring 2023
- Location: This position is hybrid and requires some in-person work in the Bay Area. Note that Legal Link staff currently work primarily remotely; however, staff should be prepared and available to provide in person services as business needs dictate. Some travel (in California) may be required to fulfill job responsibilities. Our home office is in Oakland, but we welcome applications from applicants living anywhere in California.

About the Legal Link 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.

How to Apply:

This position is open until filled, with priority given to applications received by March 1st. Please email a cover letter, resume, and three references to hr@legallink.org. We value lived and diverse experiences; your cover letter should reflect how your identity and background have prepared you to be an advocate for social justice (especially if your resume does not).