



Legal Empowerment Advocate

Hybrid (San Francisco-based) · Full-time, Non-Exempt
\$60,000–\$75,000 (transparent placement criteria, no negotiation) · Reports to: Legal Design Attorney

About Legal Link

Legal Link trains community partners to identify and address early-stage legal issues among their clients, so that low-income people can achieve greater economic stability. Since our founding in 2015, more than 4,000 frontline providers across six states have been certified through our innovative Legal First Aid® training program. By integrating critical legal support into trusted community-based settings, such as social services, healthcare, and housing providers, Legal Link helps prevent evictions, reduce homelessness, and build stronger, more resilient communities. We envision a world in which communities rise out of poverty with equitable access to a just legal system, and we are entering an exciting new chapter to get there: scaling nationally, deepening our technology integrations, and building the infrastructure to prove and expand our impact.

About the Position

This is a new role and a first for Legal Link: our first team member dedicated to working directly with clients. The Legal Empowerment Advocate will provide early legal intervention support to low-income San Francisco residents facing housing, benefits, debt, and related civil legal problems, working under the close supervision of Legal Link's licensed attorneys. This position is funded through a two-year grant from the San Francisco Mayor's Office of Housing and Community Development (MOHCD).

You do not need to be a lawyer to do this job, and you do not need a college degree. You need to be someone people trust: a good listener, organized, persistent, and comfortable helping neighbors navigate stressful situations. Your own personal experience dealing with housing, public benefits, debt, or court systems is a genuine asset in this role, not just a nice-to-have. You will be trained and certified in Legal First Aid®, coached weekly by a supervising attorney, and supported by a team that has spent a decade building this model.

This role is also bigger than one caseload. California is moving toward formally recognizing community-based justice workers, and the person in this seat will help demonstrate what that future looks like: what a trained, supported, community-embedded advocate can accomplish for clients when legal help arrives early. The data and stories from this work will directly inform Legal Link's statewide and national model. Target start date: October or November 2026.

Roles & Responsibilities

Client Support (Under Attorney Supervision)

- Conduct client intake and use Legal Link's A.I.D. issue-spotting method to identify early-stage legal issues in housing, public benefits, consumer debt, and related areas.
- Help clients understand notices, deadlines, forms, and next steps; assist with gathering documents and completing paperwork under attorney guidance.
- Support eviction prevention casework, including tenant rights information and connection to tools like the Tenant Power Toolkit.

- Make warm referrals to legal aid organizations and social services, and follow up so clients do not fall through the cracks.
- Escalate matters to the supervising attorney according to clear protocols; all client work is performed under the supervision of Legal Link's licensed attorneys.

Community Embedding & Outreach

- Build and maintain relationships with San Francisco community-based organizations, service providers, and neighborhood institutions.
- Hold regular office hours or drop-in sessions at trusted partner sites where clients already are.
- Represent Legal Link at community events and support outreach so residents know early legal help exists.

Data & Model Building

- Track cases, outcomes, and referrals in Legal Link's case management and data systems.
- Administer client pre- and post-service surveys in partnership with our evaluation team.
- Share ground-level insights that shape Legal Link's training curriculum and statewide advocacy for community justice workers.

Learning & Growth

- Complete Legal First Aid® certification and ongoing training modules during onboarding.
- Participate in regular supervision and case review with the Legal Design Attorney.
- Grow with the role: this position is designed as an on-ramp into deeper legal navigation work as Legal Link and the field expand.

Qualifications

Required

- No college degree or legal experience required. Applicants must be 18 or older.
- Proficient in Spanish; this role provides direct support to Spanish-speaking clients.
- Ability to travel within San Francisco for weekly client meetings, partner site visits, and community events.
- Strong listening, communication, and relationship-building skills; warmth and patience with people in crisis.
- Highly organized and dependable, with the ability to track deadlines and details across multiple clients.
- Comfort learning new systems and technology (case management tools, spreadsheets, video calls).
- Commitment to Legal Link's mission and to advancing racial and economic equity in the legal system.

Strongly Preferred

- Lived experience navigating housing instability, public benefits, debt, or the court system, personally or alongside family and community.
- Experience in community work: case management, peer navigation, tenant organizing, social services, or similar.
- Experience with or a demonstrated commitment to legal empowerment, helping community members understand, use, and advocate for the laws and systems that affect their lives.
- Deep familiarity with San Francisco neighborhoods and community networks.

Compensation & Benefits

Salary range: \$60,000–\$75,000. Placement within the range is based on directly relevant experience, applied consistently and without negotiation:

- New to this work: \$60,000–\$64,000

- 2–4 years of community navigation, organizing, case management, peer support, or comparable lived-expertise work: \$65,000–\$69,000
- 5+ years of the above: \$70,000–\$75,000

Legal Link offers a 4-day, 32-hour work week and competitive benefits including health coverage, generous paid time off (including a winter break office closure), 401(k) with a 5% match, and parental leave.

This position is grant-funded through June 2028, with the intention of extending the role as the program grows. This is a hybrid role based in San Francisco, with regular in-person client meetings and partner site visits; Legal Link's coworking space is in downtown Oakland.

More About the Legal Link Team

We are passionate advocates with a deep commitment to justice, and we welcome diverse educational, professional, and lived experiences. We strive to center the communities we serve in every decision. At Legal Link, we believe transparency, compassion, and humor are essential to effective and sustainable social justice work. Our team culture is rooted in trust, mutual respect, and accountability, and we recognize that work-life balance is key to sustaining this work for the long haul.

- We practice organizational transparency and honesty.
- We engage with one another through a lens of humanity, compassion, and vulnerability.
- We celebrate and uplift the unique strengths each team member brings.
- We approach feedback with curiosity, humility, and a commitment to growth.
- We never underestimate the power of humor to keep us grounded and connected.

To Apply

Please send a cover letter, resume, and two references to hr@legallink.org. We value lived and diverse experiences. Applications will be reviewed on a rolling basis, so early applicants are encouraged to apply soon. The final deadline to apply is Friday, August 28, 2026.