

Staff Attorney or Senior Staff Attorney Housing & Homelessness

Legal Aid of Marin is seeking an exceptional individual to join our team. The attorney will handle impact litigation, policy advocacy, and service cases for very low income Marin residents and seniors. The position offers the right person the opportunity to craft innovative policy and legal solutions to Marin's housing crisis, through direct service to tenants, policy advocacy, strategic litigation, and other creative problem-solving. The attorney also will supervise the Marin Community Court, a flagship Legal Aid of Marin program offering individuals, many of whom are homeless, alternate means to address otherwise onerous fines for civil infractions. The attorney will address legal issues to include landlord/tenant, housing conditions, public and subsidized housing, land trusts, civil fines and fees, and homelessness-related legal issues.

Established in 1958, Legal Aid of Marin's mission is to provide access to the civil justice system to low-income, vulnerable and otherwise underserved residents of Marin County. We strive for practical solutions to client problems through quality legal service. Our programs include housing law, employment law, the Marin Community Court, and the Marin Pro Bono Network. We leverage our advocacy through deep strategic relationships with the local bar.

Essential Qualifications

- a. Knowledge of principles and procedures of litigation in state and federal courts and administrative hearings; principles of community development and establishment of working relationships;
- b. Knowledge of policy advocacy, community organizing, and coalitions; ability to develop and implement strategies for systems change;
- c. Demonstrated skill in interviewing clients, investigation, legal research, analytical reasoning, judgment, oral and written communication, negotiation, resourcefulness, creativity;
- d. Demonstrated commitment to poverty law practice;
- e. Demonstrated ability to build effective working relationships with client communities Legal Aid of Marin serves (persons who are very poor, seniors, persons with disabilities, persons who are homeless, immigrants, racial and ethnic minorities);
- f. Member of the California Bar;

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- g. Bilingual in English and a language spoken in Legal Aid of Marin client communities strongly preferred but not required.

Duties and Responsibilities:

- Independently manage a caseload in the areas of housing, homelessness, and other areas as needed;
- Conduct intakes directly and supervise intakes;
- Represent clients in court and administrative hearings; provide limited scope services and brief advice; conduct legal research;
- Initiate affirmative litigation, policy advocacy, and transactional solutions, in response to client needs and when in line with Legal Aid of Marin mission and resources;
- Meet with clients off site when needed; make presentations to community organizations about Legal Aid of Marin services and/or legal issues; work in coalition where appropriate;
- Manage programs when needed (for example, oversee the Marin Community Court program);
- Supervise and train volunteer attorneys, legal assistant(s), interns, and non-attorney volunteers when needed;
- Enter data into Legal Aid of Marin's case management software;
- Compile client and project data for reporting requirements;
- Maintain daily time records and provide regular progress reports;
- Work effectively under stress in a fast-paced environment and under short time-lines;
- Attend weekly case review;
- Perform other duties as assigned.

Salary range: \$50-\$70k/yr DOE. Legal Aid of Marin benefits include a health insurance allowance, vacation, sick leave, and 403(b) plan participation.

To apply: Please send a cover letter, resume, writing sample, and three references to valatorre@legalaidmarin.org.

Timing: Available immediately, and open until filled. All applications submitted by November 13, 2018 will be considered; thereafter, applications will be considered on a rolling basis.

We believe that teams are strengthened by diverse perspectives, and we welcome candidates of all races, genders, ages, abilities, orientations, ethnicities, national origins, backgrounds, and experiences to apply. Legal Aid of Marin is an equal opportunity employer that provides equal employment opportunities to all qualified employees/applicants without regard to race, religion, color, sex or gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, ethnicity, citizenship or immigration status or any other basis protected by law.