



JOB ANNOUNCEMENT

Title: Pro Bono Staff Attorney (Eviction Defense / Homelessness Prevention)
Reports to: Director of Pro Bono

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row in Downtown Los Angeles. We are looking for extraordinary people to help us end homelessness in Los Angeles. Founded on the fundamental principle that every person should always be treated with dignity and respect, ICLC fights for justice for low-income tenants, working-poor families, people who are disabled or homeless, people living with HIV/AIDS, and homeless veterans. Over the next six months, we will add about a dozen talented and diverse lawyers, paralegals, and other staff to our team so that we can serve more clients.

Job Description:

The Pro Bono Staff Attorney (Eviction Defense / Homelessness Prevention) carries a caseload of eviction defense unlawful detainer cases, most of which will be placed with pro bono counsel. The Pro Bono Attorney will develop and maintain a pipeline of pro bono attorneys and cases aimed at expanding the volume of ICLC's eviction defense services, while ensuring high-quality, client-centered legal representation for precariously housed people at risk of homelessness.

Areas of Responsibility:

- Serve as an ambassador to potential pro bono partners and increase ICLC's visibility re homelessness prevention among local law firms.
- Coordinate with ICLC's current Pro Bono program to expand network of pro bono attorneys who represent tenants facing eviction.
- Orient and train volunteer attorneys with the relevant laws and skills necessary to handle unlawful detainer cases.
- Work with ICLC staff to identify cases ripe for pro bono and place these cases with volunteer attorneys.
- Serve as the primary liaison, resource, and guide for pro bono attorneys working on eviction matters.
- Maintain accurate, timely, and complete data and reports related to eviction cases placed with pro bono.
- Carry caseload of unlawful detainer cases, which may include trial and appellate work.
- Other duties as assigned.

Hiring Criteria:

Commitment to ICLC's mission and values. Excellent communication, writing, and organizational skills. Strong teaching, public speaking, and interpersonal skills. Ability to interact professionally with low-income clients, pro bono partners, and potential funders. Ability to assume responsibility and to work independently and as part of a team. Good judgment. Ability to learn new skills quickly, multitask, and meet deadlines. Experience with state court litigation and membership in the California Bar is required.

Compensation: Salary commensurate with qualifications and experience. Excellent benefits.

How to Apply: Applications will be accepted until the position is filled. To apply, please email your resume and cover letter to Anna Carrillo, HR Coordinator, at careers@innercitylaw.org.

ICLC is an equal opportunity employer and all qualified applicants will receive consideration without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, marital status, or medical condition. All qualified applicants with criminal histories shall be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.