



## **JOB ANNOUNCEMENT**

### **SUPERVISING ATTORNEY**

#### **PROGRAM DESCRIPTION**

The Law Foundation of Silicon Valley advances the rights of under-represented individuals and families in our diverse community through legal services, strategic advocacy, and educational outreach. Now with over 90 employees, the Law Foundation is the largest provider of free legal services in the South Bay. Located in downtown San Jose, the Law Foundation is a dynamic and interesting place to work. We pride ourselves on fostering a work environment that is motivating, collaborative and fun, with plenty of opportunities for professional growth. We are working towards a race-conscious legal services practice.

#### **JOB DESCRIPTION**

The Law Foundation is seeking to fill **two full-time Supervising Attorney positions** in its Legal Advocates for Children and Youth program (LACY). Both positions will report to the Directing Attorney of LACY. The LACY Management team includes the Directing Attorney, three Supervising Attorneys and one Clinical Social Work Supervisor. The role of the Supervising Attorney is to work closely with the Directing Attorney and other members of the LACY management team to oversee the work of staff and provide training, supervision and support. Supervising Attorneys also collaborate with the Directing Attorney on project management, help maintain and grow funding resources, and manage various administrative aspects of the program.

Each Supervising Attorney position holds responsibility for overseeing LACY's work in multiple projects. One position will lead our unit that provides services in education law and foster youth identity theft, as well as supervise our medical-legal partnership clinic operated in conjunction with the Santa Clara County Valley Medical Center. The other position is responsible for overseeing our projects in the areas of family law, probate guardianship, immigration and population-based projects supporting transition-age foster youth and victims of crime. These units, while hosting long-standing projects and practice areas, are newly formed as the product of restructuring within LACY. Each Supervising Attorney will take a leadership role in the implementation of this restructure.

#### **PRIMARY DUTIES**

- Supervision of staff and casework;
- Hiring, training, mentoring, and professional development of LACY staff;
- Direct representation of a small number of clients, as necessary and appropriate;
- Case and courtroom coverage, as dictated by staffing resources;
- Program development, oversight, and administration;
- Represent LACY on external system improvement committees;
- Support program and organization-wide initiatives, including Race Equity;
- Provide leadership for LACY on external policy initiatives;
- Track policy and legal developments in the area of children's rights;
- Oversee and participate in education and outreach to community regarding legal issues confronted by children and youth;
- Public relations with government agencies and the community;
- Participate in Law Foundation meetings, events and assigned activities
- Oversee and manage contracts;
- Participate in fundraising activities including events and grant development.

#### **DESIRED QUALIFICATIONS**

- Five years of experience in public interest law or advocacy services;
- Prior experience or background representing children or youth;

- Education law experience, including special education advocacy, student discipline defense and involvement in due process complaints;       **-OR-**
- Experience in one or more of the following practice areas: immigration law, specifically special immigrant juvenile status; family law; and probate guardianship of the person proceedings;
- Legal supervision experience;
- Project management experience;
- Skilled meeting facilitator;
- Experience working with multi-disciplinary teams;
- Commitment to Race Equity work and incorporating race equity principles in a children’s rights practice;
- Demonstrated commitment and ability to work with underrepresented communities, such as clients of diverse ethnic, cultural and linguistic backgrounds;
- Fund development experience, including grant and report writing;
- Strong organizational skills;
- Strong written and verbal communication skills;
- California Bar Membership or ability to practice law in California;
- Access to reliable transportation.

#### **COMPENSATION**

Highly competitive nonprofit salary; excellent benefits including generous paid time-off, fully paid employee health insurance and 401(k). More information regarding the Law Foundation is available on our website:

[www.lawfoundation.org](http://www.lawfoundation.org).

**The Law Foundation is an Equal Opportunity Employer/Affirmative Action Employer. We encourage people of color, women, people living with disabilities, older people, and lesbian, gay, bisexual, and transgender people to apply. It is the policy of the Law Foundation to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, ethnicity, ancestry, religion, age, sex, gender, sexual orientation, gender identity/expression, pregnancy, medical condition or genetic information, veteran status, national origin, disability, marital or other protected status. The Law Foundation will conform to the spirit, as well as the letter of all applicable laws and regulations.**

#### **APPLICATION PROCESS**

Applications will be reviewed on a rolling basis until both positions are filled. Please submit the following via email to [jobs@lawfoundation.org](mailto:jobs@lawfoundation.org): (1) a resume and (2) a cover letter that explains your interest in one or both of these positions, and also addresses the question below.

In order to best serve our clients and our community, the Law Foundation is committed to creating a diverse and inclusive workplace in which differences are acknowledged and valued. How has your personal background or experiences, professional or otherwise, prepared you to contribute to social justice, race equity and diversity among our staff?