



JOB ANNOUNCEMENT

Full-time Director of Legal Services

Organization Description

The Public Law Center (PLC) is seeking an **energetic, passionate advocate** to join our team in **fighting for justice** for low-income residents of Orange County through **innovative, collaborative, community-centered lawyering** to address inequities and pursue economic justice.

PLC provides high quality direct legal representation, in addition to coordinating and supervising pro bono representation in the following areas: family law, housing law, veterans law, transactional law, consumer law, immigration, federal tax law, and health law. The office coordinates community- and courthouse-based clinics, provides self-help and limited scope assistance, and provides full-scope representation to low-income residents of Orange County.

Qualifications

- Active membership in the California State Bar, Bar Membership pending, or eligibility to practice under State Bar Multijurisdictional Practice Program required.
- 10+ years' experience in legal services or a related area of public interest law, knowledge of civil litigation preferred.
- 5+ years' experience of supervising lawyers, non-profit experience preferred.
- Excellent oral and written communication skills.
- Strong public speaking skills and ability to communicate with a variety of audiences, from community members to pro bono attorneys.
- Ability to manage multiple tasks, work independently and as part of a team.
- Ability to take initiative and work with limited supervision.
- Knowledge of a second language a plus, with Spanish language skills preferred.
- Must have own transportation, valid CA Drivers license, insurance and good driving record; travel throughout Orange and neighboring counties may be necessary.
- Must be fully vaccinated against COVID-19 unless the applicant has a valid medical reason for not being fully vaccinated or a sincerely held religious belief preventing vaccination.

Duties and Responsibilities

- Ensure the delivery of client-centered, high quality legal services to PLC's clients.
- Serve as a member of PLC's senior leadership team, providing organizational management and strategic planning and implementation.
- Supervise PLC's Unit Heads and, as needed, other program attorneys and staff.
- Develop and maintain consistent practices and policies across legal units.
- Identify and support training, professional development, and other technology resources for program staff, including supervising customization of PLC's case management system.
- Track emerging legal issues in areas in which PLC practices, and develop and execute strategies, including policy advocacy and litigation that improve access to justice for Orange County's low-income community.
- Working with other PLC staff, develop and maintain relationships with community partners, including schools, nonprofits, and government entities to ensure robust community support for and collaboration with PLC.
- Support the provision of legal services by volunteer attorneys and law students, in collaboration with the Pro Bono Coordinator and PLC Unit Heads.
- Represent PLC at legal networking and community outreach events.
- Full time position with occasional evening and weekend work required.
- Other duties as assigned.

Salary & Benefits

- Compensation dependent on experience; range of \$120,000 to \$140,000
- Competitive benefits provided

Please submit resume, cover letter and writing sample (10 pages or less) to Grace Landa at: glanda@publiclawcenter.org. Please no phone calls.

The Public Law Center is an Equal Opportunity Employer.

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