



JOB ANNOUNCEMENT

Supervising Attorney HIV/AIDS Law Project (Full-Time Position)

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row. 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. Inner City Law Center is doubling in size and we are looking for extraordinary people to help end homelessness in Los Angeles. Over the next six months, we will add 40 talented lawyers, paralegals, and other staff to our team so that we can serve far more people.

Position Description: ICLC seeks a talented, full-time Supervising Attorney to lead our established HIV/AIDS Law Project. The HIV/AIDS Law Project provides direct legal representation to low-income individuals living with HIV or AIDS in the areas of housing, public benefits, and immigration. The Supervising Attorney has project management and supervisory responsibilities, and they will also manage their own caseload of direct representation clients. The Supervising Attorney will lead a team of two attorneys and one paralegal in their work providing direct representation to clients in housing, public benefits and immigration, and outreach to partner organizations and community trainings. The Supervising Attorney will mentor team members, supervise systems to organize the team's workflow, and provide substantive legal supervision over the team's legal work. The Supervising Attorney will also have responsibilities related to managing the grant including tracking progress towards grant deliverables, drafting reports, and representing the project in outside meetings with our funder and partner agencies. The Supervising Attorney will also collaborate with the Directing Attorneys of other projects to identify areas of collaboration.

Hiring Criteria: Commitment to ICLC's mission and values. Excellent oral and written communication skills. Organized and detail oriented. Ability to use good judgment, assume responsibility quickly, meet deadlines, and independently manage varied responsibilities. Ability to build trust and rapport with a wide range of clients who may be dealing with emotional issues, cognitive impairments, or mental illness in a kind, appropriate, and effective manner. At least five years experience representing clients in a large volume and broad variety of legal matters is preferred. Significant experience working on at least one of the following areas is required: housing, public benefits, immigration. Past experience supervising and mentoring attorneys in multiple areas of poverty law is required. Membership in the California Bar or another State Bar is required. Ability to speak, write and read Spanish is preferred.

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

How to Apply: Priority will be given to applications received by April 8, 2018. However, we will accept applications until the position is filled. To apply, please email your cover letter setting forth interest in the position, resume, and three references to Lisa Charles, Program Assistant, at lcharles@innercitylaw.org.