

JOB ANNOUNCEMENT

Deputy Director Reports to the Executive Director

About Western Center on Law and Poverty

Western Center on Law and Poverty leads the fight to secure housing, healthcare and a strong safety net for low-income people in California. Founded in 1967, Western Center brings about system-wide change through impact litigation, legislative advocacy, administrative advocacy on the state and federal level, and providing support to our local legal services partners. With offices in Los Angeles, Sacramento, and Oakland, Western Center represents the interests of all low-income Californians before the state Legislature, the courts, and government agencies. Our work reaches every county in the state. For more information, please visit our website: www.wclp.org.

Position Summary

The Deputy Director is part of the Executive Team and is critical to the development and implementation of Western Center's mission and vision, participating in organization-wide planning, decision-making and initiatives. Leads Western Center's legal advocacy team and programs, including the attorneys, Director of Litigation, and litigation support staff in the Los Angeles, Oakland and Sacramento offices. The Deputy Director also provides litigation, advocacy and other support center services to the public interest and legal services community.

Qualifications

1. Demonstrated commitment to the vision and mission of Western Center on Law & Poverty
2. J.D. or equivalent
3. Admitted to practice law in the State of California or willing to take the next California Bar Exam
4. Ability to supervise attorneys, advocates, law students and support staff and maintain a strong and motivated team of advocates
5. Substantial experience with litigation and advocacy in a legal services program
6. Prior management experience preferred
7. Strong legal and analytical skills
8. Strategic thinker, who understands the needs of low-income Californians; related social, political and legal trends; and the dynamics of the legal services and advocacy communities
9. Polished and professional personality with strong, clear and persuasive oral and written communication skills
10. Collaborative and team-oriented
11. Values diversity of thought, backgrounds and perspectives
12. Exceptional interpersonal and administrative skills, a positive attitude and work style, and an ability to balance multiple priorities in a dynamic, fast-paced, deadline-oriented legal environment

Responsibilities

1. Oversee the development and implementation of advocacy goals, objectives, work plans and policies
2. Direct, supervise, manage, hire, train, motivate, counsel and annually evaluate legal advocates and legal support staff
3. Manage the Department budget and work with the Executive Director in the annual budgeting process
4. Work with Director of Litigation to coordinate litigation and non-litigation legal services
5. Maintain a limited project/case load, depending upon other responsibilities, that may include litigation, administrative advocacy, and support center services
6. Coordinate, along with the Director of Policy Advocacy, an effective and meaningful annual advocates retreat
7. Participate on Western Center's Executive Team
8. Play a role in organizational succession planning, organizational knowledge management, and continuity planning
9. Manage department administration and work collaboratively with legislative, development, and operations departments
10. Represent Western Center in the community, with the media, in coalitions and funders
11. Other tasks as assigned by the Executive Director

Compensation

Salary is very competitive and commensurate with experience. We provide a generous benefits package, including leave policies, vacation, and December holiday office closure at full pay.

To Apply

Please email cover letter and resume to Stephanie Surabian, Director of Finance and Administration at ssurabian@wclp.org.

Western Center strives for a diverse and inclusive workforce and is proud to be an equal opportunity employer. Western Center strongly encourages applications from persons of color, women, LGBTQ individuals, persons with disabilities, and persons from other underrepresented groups whose background may contribute to effectively representing low-income people and underserved communities.