Job Announcement

LEGAL ASSISTANT

Los Angeles Office

Western Center on Law and Poverty

For over 50 years, Western Center on Law and Poverty has fought to secure housing, healthcare, a strong safety net, and racial and economic justice for all Californians living with little to no incomes. Founded in 1967, Western Center brings about system-wide change through impact litigation, legislative advocacy, and administrative advocacy with the state and federal governments and support for the state’s local legal aid programs and community based organizations. With offices in Los Angeles, Sacramento, and Oakland, Western Center represents the interests of low-income Californians before the state legislature, the courts, and government agencies. For more information, please visit our website: www.wclp.org.

Job Description & Responsibilities

This position supports our litigation team by assisting Western Center attorneys in preparing court filings and documents, maintaining court calendaring and deadlines, as well as other administrative and general clerical duties. This position is located in our Los Angeles office and reports to the Deputy Director.

The successful candidate will:

- Provide litigation and advocacy support to assigned Western Center attorneys and coordinate tasks and projects from Los Angeles and Oakland offices.
- Prepare, or assist the attorneys in drafting, documents for federal and state trial and appellate courts. Create and format litigation documents and court filings, including tables of contents and tables of authorities.
- Be an expert in and stay current with federal and state procedural codes and rules of court.
- Maintain litigation calendar of court appearances, filing deadlines, and discovery due dates. Manage litigation files.
- Manage logistics for trainings and events. Prepare materials for Western Center trainings, including continuing legal education credit certificates and documentation.
- Oversee the formatting and distribution of advocacy teams’ (health, housing & public benefits) external communications as needed.
- Perform general clerical duties, including routing inter-office mail, scheduling meetings and conference calls, making travel arrangements, etc., as well as other duties as assigned.
Qualifications and Desired Skills

- A passion for social, economic, and racial justice, and a commitment to the vision and mission of Western Center on Law & Poverty.
- Minimum of three (3) years of experience as a legal assistant or paralegal; bachelor’s degree or paralegal certificate preferred.
- Must have federal and state law and motion or trial court experience.
- Experience with formatting and filing documents in state and federal court required. Substantial experience e-filing in state and federal court preferred.
- Fluency with Microsoft Office suite and Adobe Acrobat; ability to learn online tools and software.
- Extensive familiarity with and ability to research federal and state procedural codes and rules of court.
- Excellent communication, writing, and proofreading skills.
- Extraordinary attention to detail.
- Ability to prioritize competing assignments and work under time pressure.
- Ability to work independently and as a member of a team. Willingness to follow instructions and to demonstrate flexibility.
- Reliable, collaborative, and team-oriented.
- Ability to lift 30 pounds.
- Strong commitment to diversity of thought, backgrounds, and perspectives.

Compensation

We offer a salary that is competitive with non-profit organizations and commensurate with experience. Salary is competitive and commensurate with experience. We provide a generous benefits package, including leave policies, vacation, and December holiday office closure at full pay. The salary range is $45,000 - $55,000 depending on experience.

To Apply

Applications will be accepted until February 7 or until position is filled. Please email cover letter addressing experience with the qualifications listed above, resume, and 3 references to Stephanie Surabian, Director of Finance and Administration at ssurabian@wclp.org.

To promote social justice and achieve our mission, Western Center is committed to maintaining a diverse staff and creating an inclusive and respectful workplace. In your cover letter, please explain how you think your personal and/or professional experience or background has prepared you to contribute to a work environment with a strong commitment to equity and inclusion.

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