



## Litigation Staff Attorney

The Eviction Defense Collaborative (EDC) seeks an enthusiastic community lawyer to join our team in fighting for tenant rights and preventing homelessness and displacement. Recently, EDC was named as the Lead Partner for San Francisco Tenant Right to Counsel. In this role, EDC will be designing and overseeing the implementation of tenant right to counsel. Only a select few cities in the United States have a universal right to representation for tenants facing eviction. As a staff attorney you will play a key role in the implementation of tenant right to counsel in San Francisco, and at the forefront of the universal right to representation movement. Working with a team of attorneys, interns, and volunteers, you will represent tenants fighting eviction lawsuits. While prior landlord-tenant experience is helpful, it is not required -- we will train the right person.

### THE ORGANIZATION

Born out of a collaborative of a dozen non-profit providers and law groups, EDC provides legal assistance, advocacy and representation to predominately low-income and indigent tenants in San Francisco who are being evicted. Historically, EDC has been the first point of contact of approximately 95% of all tenants facing an eviction (unlawful detainer). EDC has assisted these tenants by educating them about the legal process, advising them of their options, drafting responsive legal documents, providing referrals to assist them in fighting their evictions, negotiating legal settlements and representing them at trial. EDC also administers one-time rental assistance grants and loans through our RADCo program to help tenants who are behind in their rent to pay the rent and stay in their homes. The work at the EDC is made possible by a dedicated staff and many volunteers from local schools and the community. We are a collection of individuals passionate about advocating for tenant rights and preventing homelessness.

### THE POSITION

The work environment at the EDC is collegial, rather than having a rigid hierarchy of job positions, and we work as a team to assist the tenants who seek our help. Please see our website, [evictiondefense.org](http://evictiondefense.org) for more information.

Compensation: Competitive Non-Profit Salary (DOE). This is an exempt position.

Benefits include:

- Anniversary increase after the first and second year of employment
- Health, dental, vision, long term disability, and short term disability coverage
- 13 Paid Holidays
- One hour paid lunch daily
- Vacation accrual rate starts at 2 weeks in first year of employment and increases at the second and third anniversary

EDC is a 501(c)(3) organization, which qualifies for the Public Service Loan Forgiveness Program

## PRIMARY RESPONSIBILITIES

- Provide full scope representation to tenants in eviction matters including:
  - Preparing responsive pleadings, discovery, and motions;
  - Advocating for tenants and negotiating on their behalf with landlords and landlords' attorneys in unlawful detainer (eviction) actions;
  - Representing tenants at court hearings, settlement conferences, and trial.
- Provide support for volunteer attorneys and attorneys at other legal services organizations representing tenants.
- Work with attorneys and other EDC staff to train and supervise volunteers and interns.
- Conduct trainings and other outreach as needed to other non-profits and community-based agencies.
- Represent EDC at community meetings/events as required.
- Perform other duties as assigned in furtherance of EDC's mission.

## MINIMUM QUALIFICATIONS

- Admitted to the California Bar
- Demonstrated commitment to social justice and an interest in assisting diverse, low-income communities.
- Strong organization and problem-solving skills.
- A self-starter who is highly-motivated
- Excellent written and verbal communication skills.
- Experience with MS Office, Google Suite, and other common computer programs.
- Ability to handle high-volume work.
- Ability to multi-task.

## IDEAL QUALIFICATIONS

- Experience working with diverse colleagues and clients.
- Experience working in a high-volume setting.
- Experience providing client-centered, culturally sensitive legal advice and counsel. • Fluency, and ability to help clients, in multiple languages is strongly preferred

## APPLICATION PROCESS

Send resume and cover letter to:

Eviction Defense Collaborative  
1338 Mission St. 4<sup>th</sup> Fl

San Francisco, CA 94103

or

AS ATTACHMENTS to [admin@evictiondefense.org](mailto:admin@evictiondefense.org)

Priority Deadline is October 1, 2018

We are strongly committed to diversity and encourage applications from people who can contribute to our diversity. All qualified applicants will receive consideration for employment. The Eviction Defense Collaborative believes that all persons are entitled to equal employment opportunity and does not discriminate on any basis prohibited by applicable law.