



## **Litigation Paralegal (Bilingual Preferred)**

The Eviction Defense Collaborative seeks an enthusiastic individual fluent in multiple languages, Spanish/English preferred, to join our team in fighting for tenant rights and preventing homelessness starting immediately. As a litigation paralegal you will work with a team of attorneys, interns, and volunteers in assisting tenants in fighting their eviction lawsuits. We are looking for someone with a passion for helping tenants. 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). 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.

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.

**Compensation:** Competitive Non-Profit Salary (DOE), Full time Non- Exempt

### **PRIMARY RESPONSIBILITIES**

- Assist in responding to and propounding discovery.
- Review legal documents.
- Prepare responsive pleadings, stay of execution requests, other ex parte applications, noticed motions, and other necessary pleadings.
- Maintain and update client files and internal database.
- Conduct client intakes.
- Participate in regular skills-based training sessions.
- Work on trial support and generally provide support for attorneys.
- Accompany attorneys to court hearings to shadow proceedings.
- Work with attorneys and other EDC staff to train and supervise volunteers and interns.
- Perform other duties as assigned.

## QUALIFICATIONS

- Bachelor's degree and/or paralegal certificate.
- Demonstrated commitment to social justice and an interest in assisting diverse, low-income communities.
- Be well-organized, highly motivated, and creative.
- Able to work independently and in a team-oriented environment.
- Excellent written and oral communication skills and computer literate.
- Able to work on several projects simultaneously, and handle a high volume of activity.
- Fluency, and ability to help clients, in a language other than English highly preferred.

## APPLICATION PROCESS

Send resume and cover letter to:

Eviction Defense Collaborative

1338 Mission Street, 4th fl

San Francisco, CA 94103

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

Deadline is a rolling deadline

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.