



Right to Counsel Supervising Litigation 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. As a Right to Counsel Supervising Litigation 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.

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. Finally, EDC advocates on behalf of the sheltered homeless population who are being evicted from their shelters. 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.

Job purpose

The Right to Counsel Supervising Attorney (Attorney) plays a key role in the implementation of Tenant Right to Counsel in San Francisco. Working with a team of attorneys, interns, paralegals, and volunteers, the Attorney will represent tenants fighting eviction lawsuits. Because we strive to be barrier-free and client-centered, the position requires individuals who truly enjoy working with people, have the skills and capacity to respond in an empathetic and respectful way to clients who are often in crisis, and can work effectively in a collegial and fast paced environment.

The Supervising Litigation Attorney is responsible for overseeing and providing day-to-day management and flow of work of the EDC's Litigation staff. The Supervising Litigation Attorney may also work in collaboration with other EDC staff as part of his/her/their legal representation.

Qualifications

First and foremost, the applicant must profoundly share EDC's mission and vision of social justice and be able to manage stressful situations with empathy and calm. Below are additional qualifications.

- In good standing with the California Bar.
- At least five years litigation experience (preferably in the unlawful detainer context).
- Proficient to intermediate skills with Microsoft Office and Google Suite and other common computer programs. Database management a plus (Salesforce).

- Excellent customer service skills (professional demeanor, sound judgment, communication, de-escalation, client-management, etc.) and proven ability to handle confidential information with discretion.
- Possess ability to make quick decisions and exercise good judgment.
- Possess ability to work on several projects simultaneously and handle a high volume of activity and be able to work efficiently and effectively under pressure.
- Have excellent written and oral communication skills. Facility in Cantonese, Mandarin, Spanish, Tagalog, Russian or other second language a plus.
- Ability to work collaboratively, but with the capacity to work independently.

Duties and responsibilities

Supervision Duties (40%)

- Supervise program staff (consisting of attorneys and law clerks) in all aspects of their provision of legal representation to tenants facing eviction to ensure compliance with program deliverables and EDC's mission.
- Develop and implement evaluation process to assess needs and challenges of litigation staff and regularly meet with them to manage their development.
- In collaboration with the Director of Litigation and the Executive Director, recruit and hire program staff.
- Train, guide, supervise and support litigation staff as needed in the litigation process (e.g. ex parte applications, noticed motion drafting and hearings, trial prep including jury instructions, trial briefs, best case management practices and other litigation processes).
- Be prepared to "step in" as lead counsel or second chair when cases progress to trial
- Provide support to the Director of Litigation and Executive Director on litigation program-related issues.

Legal Services Duties (50%)

- Manage independent caseload providing 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.

Administrative Duties (10%)

- Attend weekly program meetings, monthly agency staff meetings, and relevant supervision meetings.
- Enter all data on time and correctly to support program evaluation and outcomes tracking.
- Represent EDC at community meetings/events as required.
- Perform other duties as assigned in furtherance of EDC's mission.

Working conditions

The position requires working with individuals during moments of extreme stress and instability. The position also requires the provision of culturally-sensitive and empathetic services. Some evening and weekend work may be required. Furthermore, because of the nature of the intake work, the employee is expected to be in the office during normal business hours and to communicate with staff regarding whereabouts when elsewhere for meetings or other obligations.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged sitting/standing.
- Extensive typing/data entry.
- Periodic lifting/carrying/transporting of materials in excess of 40 lbs.
- Close visual acuity to prepare and analyze data, text, and figures.
- Prolonged computer use.

Direct reports

The employee will share direct supervision of litigation attorneys, paralegals, social workers, and other litigation advocates with the other Supervising Litigation Attorneys and the Director of Litigation and Policy (as directed by the Director).

Compensation and Benefits

Salary depends on experience. This is a full-time exempt position. Benefits include:

- Health, dental, vision, long term disability, and short term disability coverage;
- 13 paid holidays;
- One hour paid lunch daily
- Vacation accrual rate starts at two weeks in the first year of employment and increases to three weeks on the third anniversary

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

Application Process

Email resume and cover letter to jobs@evictiondefense.org with the “Supervising Litigation Attorney” in the subject line. We are reviewing applications as they come in and until the position is filled.

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 and does not discriminate on the basis of race, gender, gender identity, gender expression, age, ethnicity, place of origin, or any other basis prohibited by applicable law.