



## **Data Entry Assistant-Temporary**

The Eviction Defense Collaborative (EDC) seeks an enthusiastic Data Entry Assistant to join our team for a temporary basis to assist 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 temporary Data Assistant, you will play a key role in supporting 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. 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 Data Entry Assistant will work closely with the Managing Attorney for our legal clinic. This position will aid the administration of EDC and responding to its obligations to the City of San Francisco. This position requires someone who is able to multi-task and switch gears seamlessly.

### **COMPENSATION AND DURATION**

The position is temporary with the possibility of becoming permanent. We anticipate the hours will range from 25-35 hours per week at an hourly rate of \$20-\$22/hour depending on experience.

### **PRIMARY RESPONSIBILITIES**

- Data entry into Paradox and/or quality control relating to client services for reporting to our funders;
- Data entry into Paradox and/or quality control relating to client services for capturing services rendered;
- Filing and file management.
- Other administrative duties as needed.

## MINIMUM QUALIFICATIONS

- Strong organizational and problem-solving skills.
- A self-starter who is highly-motivated.
- Excellent attention to detail.
- Excellent written and verbal communication skills.
- Experience with MS Office, Google Suite, QuickBooks, and other common computer programs.
- Ability to handle high-volume work.
- Ability to multi-task.

## APPLICATION PROCESS

Mail resume and cover letter to:

Eviction Defense Collaborative  
1338 Mission St. 4<sup>th</sup> Fl  
San Francisco, CA 94103

or

Email as attachments to [admin@evictiondefense.org](mailto:admin@evictiondefense.org) with the “Data Entry Assistant -Temporary” in the subject line.

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.