



Litigation Staff Attorney

The Eviction Defense Collaborative seeks an enthusiastic individual to join our team in fighting for tenant rights and preventing homelessness. As a staff attorney 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. We will also consider hiring someone who is waiting on their bar results. While prior landlord-tenant experience is helpful, it is not required -- we will train the right person.

At present, due to the COVID-19 pandemic, and until further notice, EDC is operating in a hybrid fashion, with some remote work and some onsite work. EDC's In Office COVID-19 Safety Plan adheres to the CDC's health and safety guidelines and the federal and state OSHA requirements for workplace safety.

THE ORGANIZATION

Born out of a collaborative of a dozen non-profit providers and law groups, EDC provides legal assistance, advocacy and representation to predominantly 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). Since 2019 EDC is now the Lead Partner for San Francisco's Tenant Right to Counsel. In this role, EDC oversees 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 assists these tenants by educating them about the legal process, advising them of their options, providing referrals to other organizations within our right to counsel consortium, and providing full scope representation to tenants fighting their evictions and seeking to retain their housing.

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. We are a collection of individuals passionate about advocating for tenant rights and preventing homelessness.

JOB PURPOSE

The Litigation Staff Attorney (Attorney) will provide full scope representation to tenants in eviction matters. 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.

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 (we will consider those waiting for pending bar results).
- Strong legal analysis and legal writing skills.
- 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.
- Proficient to intermediate skills with Microsoft Office Suite, 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.
- Have excellent written and oral communication skills.
- Facility in Cantonese, Mandarin, Spanish, Tagalog, Russian or other second language a plus.
- Must be comfortable working in community settings.
- Willingness to work collaboratively, but with the capacity to work independently.

Duties and responsibilities

Legal Services Duties (90%)

- 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' attorney in unlawful detainer (eviction) actions;
 - Representing tenants at court hearings, settlement conferences, and trials.
- Work collaboratively with colleagues across the organization and within the respective department.
- 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 training and other outreach as needed to other non-profit and community-based agencies.

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
 - Provide support for volunteer attorneys and attorneys at other legal services organizations representing tenants.
-

COMPENSATION

Salary depends on experience. This is an exempt, union position. Benefits include:

- Health, dental, vision, long term disability, and short term disability coverage;
- 14 paid holidays and 2 floating holidays;
- 401(k)
- 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.

UNION

EDC staff are represented by the National Organization of Legal Services Workers (NOLSW, UAW Local 2320, AFL-CIO). This position is an uncontested union position.

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 (or available while working remotely) during normal business hours and to communicate with staff regarding whereabouts when elsewhere for meetings or other obligations. Additionally, the employee is expected to be reachable by email, phone and video conference as needed during normal business hours, Monday – Friday 9:00am – 5:00pm.

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 not supervise any employees.

APPLICATION PROCESS

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

COMMITMENT TO EQUITY, DIVERSION & INCLUSION

EDC is committed to continually building a diverse and inclusive workplace. We do so because it is the right thing to do, and because we know it makes our work stronger and more effective. We encourage applications from people of all backgrounds. EDC understands and values a workplace with staff from diverse educational backgrounds, cultures, ethnicities, races, sex, gender identity and expression, national origin, ages, languages spoken, veteran’s status, skin color, religion, disability, sexual orientation and beliefs. 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.