



# JOB DESCRIPTION

**JOB TITLE:** Law Fellow  
**DEPT/PROGRAM:** Litigation  
**REPORTS TO:** Deputy Director of Litigation & Policy

## JOB PURPOSE

The EDC Fellow is an integral part of the Tenant Right to Counsel Program that acts as the safety net for tenants who need emergency unlawful detainer assistance. 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. This is a temporary position with the possibility of becoming a permanent one, funding permitting.

## DUTIES & RESPONSIBILITIES

### Legal Services Duties (90%)

- Under the supervision of a licensed Attorney, pending approval by the State Bar of provisional licensing without bar passage, 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.

## 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.

- Proficient to intermediate skills with Microsoft Office Suite, Google Suite and other common computer programs. Database management a plus (Salesforce).
- 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.
- Must be comfortable working in community settings.
- Willingness to work collaboratively, but with the capacity to work independently.

## REQUIRED SKILLS

- 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.

## CLASSIFICATION

**This is an exempt, full-time position.**

## UNION

EDC staff are represented by the National Organization of Legal Services Workers (NOLSW, UAW Local 2320, AFL-CIO). This position is a union position and is subject to the terms of the collective bargaining agreement.

## 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.

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. **This role will be onsite depending on the needs of the Litigation Department.** 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.

Equipment for remote work, such as a laptop, will be provided per the needs of the program or department this position reports to.

\*Proof of vaccination required\*

The employee is expected to be in the office (or available while working remotely) during normal business hours and to communicate with their supervisor 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.
- Close visual acuity to prepare and analyze data, text, and figures.
- Prolonged computer use.

**EDC IS AN EQUAL OPPORTUNITY EMPLOYER**

Eviction Defense Collaborative (EDC), is proud to be an Equal Opportunity employer. EDC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, ethnicity, language, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, transgender status, sexual stereotypes, age, genetics, status as a protected veteran, status as an individual with a disability, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**DIRECT REPORTS**

**The Law Fellow will not supervise any employee.**

**COMPENSATION**

The base salary for this position is **\$75,000 (\$36.05 per hour)**. An additional \$5,000 will be added for passing the bar at **\$80,000 (\$38.46 per hour)**.

EDC offers a Multilingual stipend of \$125 per month (\$1,500 per year) above the base rate, for specific roles that regularly use oral or written communication with clients or related parties, in Spanish, Cantonese, or Mandarin, in the performance of their regular job duties. To qualify for this stipend, the employee must be fluent in one of the specified languages and pass an oral and/or written test approved by the Labor-Management Committee.

**This role is eligible for the multilingual stipend of \$125 per month period to qualified individuals.**

<b>DATE APPROVED:</b>	<b>1/18/2024</b>
<b>DATE LAST REVIEWED:</b>	<b>2/5/24</b>

