



**JOB DESCRIPTION**  
**STAFF ATTORNEY – ECONOMIC JUSTICE (LSE)**

(Date Opened: January 17, 2017)

**Application Deadline – Open Until Filled\***

*Applications reviewed on a rolling basis*

**Job Title**

Staff Attorney, Legal Services for Entrepreneurs (LSE)

**FLSA Status**

Full-Time, Exempt

**Supervisor(s)**

Supervising Staff Attorney, Economic Justice or Legal Director

**Description of Lawyers' Committee for Civil Rights**

Lawyers' Committee for Civil Rights of the San Francisco Bay Area (LCCR), founded in 1968, works to advance, protect and promote the legal rights of communities of color, low-income persons, immigrants, and refugees. Assisted by hundreds of *pro bono* attorneys, Lawyers' Committee provides free legal assistance and representation to individuals on civil legal matters through direct services, impact litigation, policy advocacy and public education. Learn more at [www.lccr.com](http://www.lccr.com).

**General Summary of Work Performed**

Since 1997, Lawyers' Committee has run Legal Services for Entrepreneurs (LSE), an economic justice and community empowerment project that provides legal assistance to small businesses and other entrepreneurs. The Staff Attorney is primarily responsible for the LSE program and provides transactional legal advice on matters fundamental to small business development and survival, such as entity formation, business contracts, commercial lease terms, employment, business liability issues, intellectual property protection, and other business concerns. The Staff Attorney also conducts workshops/training for small business owners, and works with LSE staff to connect small businesses with legal assistance from a large and committed network of *pro bono* attorneys. LSE's goal is to create wealth and employment opportunities in communities of color and low-income communities, through small business legal support.

**Overview of Essential Duties and Responsibilities**

1. Provide transactional legal services to low-income and other small businesses, particularly serving communities of color. Conduct client intakes, provide advice, draft letters, negotiate leases, review contracts, and take on other tasks related to legal representation.
2. Supervise LSE fellows/clerks and administrative staff in coordinating clinics and workshops for small businesses, case placement, recruiting *pro bono* attorneys, and maintaining program databases.
3. Cultivate *pro bono* partnerships in support of the LSE program. Provide training and technical (legal) assistance to *pro bono* attorneys assisting LSE clients.
4. Build and further cultivate relationships with community partners serving small businesses, especially in communities of color. Work with local government agencies and other partners with whom LSE contracts to ensure quality services to small businesses, and manage contracts and deliverables.
5. Develop program goals and assist with program evaluation. Conduct regular surveys to collect feedback from clients and attorneys, analyze collected data, and identify program strengths and areas for improvement.
6. Work with Economic Justice team on local and state policy initiatives, broader community education,



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and litigation.

7. Maintain accurate case, program and other work files, including digital client files, timekeeping records, and other documentation of work performed using available office databases and systems.
8. Work to further the short- and long-term goals of the Lawyers' Committee as requested. This work may include assisting with other legal programs, contributing to organizational development/fundraising efforts, strategic planning initiatives, communications strategies, and providing other support as identified or assigned by the Legal Director/management.
9. Work may require some evening and weekend activities.

**Overview of Knowledge, Skills & Abilities Required**

1. A minimum of two years post-graduate legal experience (this may include up to one year of a post-graduate judicial clerkship).
2. California Bar membership.
3. Knowledge of and experience working in transactional law and providing legal services to small businesses.
4. Prior experience working with/ties to low-income communities of color and immigrant communities in Northern California.
5. Proficiency in a foreign language (particularly Spanish, Cantonese, or Mandarin) is desired but not required.
6. Excellent oral and written communication skills.
7. Values working cooperatively with others, both within the organization and in the community.
8. Strong leadership skills; ability to balance multiple tasks and problem-solve effectively.

**Compensation**

LCCR offers a competitive salary commensurate with experience and a generous benefits package, including medical, dental, vision, disability, and other benefits.

**To Apply**

Applicants should submit a: (1) cover letter with a detailed explanation of your interest and qualifications; (2) resume; (3) three references; and (4) a relevant writing sample to:

Tiara Morris

Lawyers' Committee for Civil Rights

**By Email\*:** [careers@lccr.com](mailto:careers@lccr.com) (\*Subject Line – LSE Attorney Application)

**By U.S. Mail:** 131 Steuart Street, Suite 400, San Francisco, CA 94105

*Applications will be reviewed on a rolling basis. Position will remain open until filled. Lawyers' Committee for Civil Rights is an affirmative action/equal opportunity employer. People of color, LGBTQ candidates, women, persons with disabilities and individuals over 55 are encouraged to apply.*