



1121 MISSION STREET, SAN FRANCISCO, CALIFORNIA 94103
310 8TH STREET, SUITE 308, OAKLAND, CALIFORNIA 94607

JOB DESCRIPTION

Position: **Staff Attorney, Housing Project** (Exempt Position)

API Legal Outreach is the largest social justice legal organization serving the Asian Pacific Islander and Latino communities of the Greater Bay Area. Founded in 1975, our mission is to provide culturally competent and linguistically appropriate legal, social, and educational services to the most marginalized segments of the API community including low-income women, seniors, immigrants, and youth. With offices in Oakland and San Francisco, our work is focused in the areas of Violence Against Women/Family Law, Immigration and Immigrant Rights, Senior Law and Elder Abuse Prevention, Anti-Human Trafficking services, Youth Violence Prevention, the preservation of affordable housing and tenants' rights, and other social justice issues.

Duties and Responsibilities:

1. Provide legal counseling and representation to low-income clients in the areas of eviction defense, affordable housing preservation, foreclosure, and other related areas.
2. This work will include full scope representation of San Francisco tenants in unlawful detainer actions and other litigation.
3. Conduct community education and outreach.
4. Staff clinics at sites accessible to consumers.
5. Provide technical assistance and training to community and public agencies.
6. Represent the organization at community, legal, funding, and other meetings and functions.
7. Assist with administrative and fundraising work of the organization.

Minimum Qualifications:

1. Minimum of two years of litigation and/or work experience representing tenants, seniors, families, and recent immigrants.
2. Demonstrated commitment to social justice and serving underserved communities.
3. Strong advocacy and courtroom skills representing low-income and LEP clients.
4. Must be a member in good standing of the California Bar.
5. Bilingual and bicultural (especially Cantonese or Tagalog) skills relevant to the low-income API communities.
6. Ability to work independently; self-starter; detail oriented.
7. Ability to work well in a team-oriented, multi-cultural work environment.

Preferred Qualifications:

1. Experience with legal software such as Time Matters, Abacus, Essential Forms.
2. California's driver's license and own vehicle.
3. Strong preference will be given to those who have volunteered with APILO.

Hours: Minimum of 40 hours per week including some weekend and evening hours.

Salary: Commensurate with experience, based on salary scale; includes health insurance, paid vacation, holiday, sick leave.

If interested, send cover letter and resume with three (3) professional references to: Personnel Committee, jobs@apilegaloutreach.org. Applications will be reviewed on a rolling basis. Position is open until filled.

An Equal Opportunity Employer Committed to Affirmative Action