



JOB ANNOUNCEMENT LEGAL DIRECTOR OF FAMILY LAW SERVICES

Position Summary:

San Luis Obispo Legal Assistance Foundation (SLOLAF) is seeking an experienced (4+ years) family law attorney to help develop and lead a new Family Law Services Program to provide restraining orders, child custody and child support, and simple dissolutions of marriage for survivors of intimate partner violence, sexual assault, dating violence, stalking, elder abuse, and human trafficking. The Family Law Services Program will offer trauma-informed legal services, with all Family Law Services staff completing trauma-informed training through Lumina Alliance, an advocacy, support, and prevention organization committed to ending sexual and intimate partner violence.

During the roll-out of the new Family Law Services Program with initial funding and staff hired from Lumina Alliance, the Legal Director of Family Law Services will be charged with developing policies and procedures to ensure the Program's success and support sustainability and growth in areas ranging from client intake and case management to development/grant-writing and community outreach. Initially, the Legal Director of Family Law Services will serve as the lead attorney in all matters and supervise Program staff consisting of one Paralegal or Legal Assistant, two Client Advocates, and one Family Law Services Coordinator, but will move into a supervisory role as more funding becomes available to obtain additional attorneys.

The position is based in San Luis Obispo and will require travel throughout the County for court appearances in San Luis Obispo and Paso Robles, meetings, and community outreach. The position will report to the Executive Director.

About SLOLAF:

SLOLAF is a non-profit legal services organization that provides free legal assistance to San Luis Obispo County residents. Since 1992, SLOLAF staff and volunteer attorneys have provided direct representation, assistance with self-representation, legal advice, community education and outreach, and referrals to other community resources. Aside from the new Family Law Services Program, SLOLAF's program areas include housing, evictions, foreclosure prevention, elder abuse, conservatorships & guardianships of the person, government benefits

and senior legal services. In partnership with Community Action Partnership SLO (CAPSLO), SLOLAF also provides legal assistance to homeless veterans and low-income SLO County residents affected by COVID-19.

Essential Functions:

- Serve as lead counsel and oversee Family Law Services Program.
- Attend court hearings on behalf of clients and argue motions.
- Strategize, prepare for, and attend trial proceedings, mediation, and arbitration.
- Conduct research and draft legal documents, such as pleadings, motions, notices, discovery requests and responses.
- Train/supervise Family Law Services attorney(s) and staff.
- Create a procedure for screening for conflicts of interests, distributing caseloads, and case management.
- Provide oversight of all documents prior to filing with the courthouse.
- Maintain knowledge of local, state, and federal statutes and applicable laws.
- Interface with an Advisory Board of local Family Law Attorneys (set up with the help of SLOLAF's Board of Directors) to ensure communication with and support from the local Family Law Bar and identify opportunities for mentorship.
- Serve as a spokesperson for the organization's Family Law Services clients and Program.
- Engage with family law service providers statewide through listservs, trainings, conferences, etc. to foster staff development and training opportunities and further develop the Program consistent with family law services best practices.
- Attend regularly scheduled organizational staff meetings and management meetings with the Executive Director and Legal Director of Civil Law Services and conduct regularly scheduled one-on-one meetings with supervised staff.
- Assist the Executive Director with grant writing, reporting, outcomes, metrics, and budget.

Required Qualification and Desired Skills:

- JD, licensed to practice in the State of California, member in good standing with the State Bar of California.
- 4+ years family law experience, including significant court experience.
- Management/supervision experience strongly preferred.
- A commitment to provide trauma-informed legal services is a must, which includes completing a 65-hour trauma-informed training course through Lumina Alliance.
- Licensed to drive in California or otherwise has a reliable means of transportation to travel to court, meetings, and outreach events.
- Bilingual Spanish/English preferred but not required.
- Ability to communicate clearly and respectfully with those who may have educational, language, cognitive impairments, or other barriers to understanding.
- Good public speaking skills: ability to convey what SLOLAF does to the general public.
- Ability to meet deadlines and perform multiple tasks while maintaining attention to detail.
- Ability to use appropriate software in the performance of professional legal work.
- Excellent oral and written advocacy, legal analysis, and legal research skills.

- Good understanding of non-profit organizational structure.
- Must work well with others and have a good sense of humor.
- Passion for SLOLAF's mission & serving those in need.

Salary and Benefits:

- Starting rate \$85,000 - \$100,000 annually, depending on experience (exempt)
- 14 paid holidays
- Up to \$750/month toward employee-selected medical insurance plan (employee coverage only)
- 100% paid dental, vision, life, and LTD insurance (employee coverage only)
- Paid vacation
- Paid sick time
- Simple IRA with 2% employer contribution

To apply:

- No calls please
- Email cover letter (required) and resume, in PDF format, to SLOLAF Human Resources at hr@slolaf.org.

SLOLAF is an equal opportunity employer.

Position is available immediately and posting will remain open until filled.

Work will be performed at the Lumina Alliance office on a temporary basis, then at SLOLAF office.