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**Senior Staff Attorney (San Francisco)  
Pro Bono Clinics and Immigration Response**

OneJustice is an innovative and award-winning nonprofit that brings life-changing legal help to those in need by transforming the civil legal aid system. OneJustice works statewide to build the capacity of all components of California's civil legal aid system to meet the legal needs of local communities and to ensure the availability of services statewide. The organization has three core program areas: (1) Healthy Nonprofits, which ensures legal services organizations have the business and management skills needed to survive and thrive; (2) Pro Bono Justice, which expands legal services for Californians in need by developing and staffing innovative and effective pro bono projects with law schools, firms, and businesses around the state; and (3) Californians for Legal Aid, which advocates for California legal services nonprofits on federal public policy and funding issues. More information about OneJustice is available at [www.OneJustice.org](http://www.OneJustice.org).

**Position Description:**

OneJustice is looking for a Senior Staff Attorney to join our team of legal aid innovators. The Senior Staff Attorney will manage the five-person Northern California Pro Bono Justice Clinics team in implementing an annual schedule of pro bono legal clinics in underserved communities in Northern California via the Rural Justice Collaborative (RJC) and Justice Bus projects. This position will also serve as the lead Northern California staff member on OneJustice's statewide Immigration Pro Bono Network and lead immigration pro bono response activities in Northern California. The Senior Staff Attorney will have some clinical responsibilities, in addition to a focus on effective project management, responsibility for the annual budget of the NorCal clinics, strategic use of resources, supervising and supporting the team, as well as ensuring innovation in the clinics model, helping to plan to scale and expand the projects, and ensuring statewide clinical cohesion in partnership with the Los Angeles Pro Bono Justice team.

The Senior Staff Attorney is based in San Francisco, reports directly to the Director of the Pro Bono Justice program (who is based in Los Angeles), and directly supervises three positions: a Legal Fellow, Program Manager, and Staff Attorney. The Senior Staff Attorney also works with the Director of Innovation and Learning to bring a creative problem-solving lens to the team's work and with the Senior Manager of Research & Evaluation to assess and understand the impact of our pro bono clinics. Travel within California is required, including to rural areas to help staff clinics.

**Key Responsibilities:**

**1. Pro Bono Justice Program Work: Scaling NorCal Clinics and Leading Immigration Pro Bono Projects**

- Primary responsibility for oversight and implementation of Pro Bono Clinics and Immigration Pro Bono projects in Northern California
- Build strategic partnerships with legal services nonprofits (particularly in rural areas) and the private sector (law firms and corporate legal departments)
- Participation in frequent clinics (at least monthly) is required to support continual design innovation and to ensure quality control
- Work closely with the CEO, Chief Program Officer and Pro Bono Justice Director to set vision, theory of change, annual goals and objectives for the Pro Bono Justice NorCal clinics and for NorCal Immigration Pro Bono projects

- Work closely with the Pro Bono Justice Director and in consultation with the CEO and Chief Program Office to expand for the Justice Bus project through a new networked scale model (i.e., the Justice Bus Network)
- Coordinate with the Southern California Pro Bono Clinics Team to ensure consistent clinic approaches in both regions
- Lead immigration pro bono and pro bono emergency response work in Northern California and coordinate OneJustice statewide immigration and emergency response work with the PBJ Director
- Frequent travel within California is required

## **2. Manage the Talent, Finances, and Projects of the Pro Bono Justice NorCal Clinics Team**

- Supervision and mentoring: manage a five-person team and three direct reports, including ensuring effective delegation, communication, and project management throughout the team
- Ensure professional development strategies for all team members, particularly new attorneys
- Responsibility for ensuring all program and grant deliverables are performed on time and with excellence for both of the Pro Bono Justice NorCal Clinics projects, and all relevant Immigration Pro Bono projects
- Implement the Pro Bono Justice Clinics portions of the strategic plan, project assessments, and set and ensure achievement of annual and multi-year program goals
- Lead Pro Bono Justice NorCal Clinics team participation in OneJustice's Evaluation, Impact and Learning processes – including monitoring and evaluating existing and proposed clinical and immigration projects, using data to continuously improve and innovate, as well as to drive decisions

## **3. Manage Revenue Strategies Related to Pro Bono Justice NorCal Clinics and Immigration Pro Bono Projects**

- Responsible for overseeing implementation and compliance with the NorCal clinics grant portfolio (foundation and government sources)
- Work with the Chief Program Officer and participate in the Grants Committee to achieve annual goals for revenue from grants
- Responsibility for the NorCal Clinics earned income streams, including overseeing invoicing and payment
- Responsible for building and stewarding strong relationships with the private sector (law firms and corporate legal departments) to ensure pro bono participation and financial support
- Represent the OneJustice clinics and immigration teams at national conferences, statewide meetings, local and regional coalitions, and other events, including conducting trainings and other public speaking engagements
- Present at occasional meetings of the OneJustice Advisory Board and Strategy Council

### **Qualifications:**

- J.D. and California Bar Membership
- At least 5 years of legal experience, preferably with significant clinical experience
- At least 1 year as a senior staff attorney (or with supervisory and leadership responsibilities commensurate to this position)
- An equity mindset (awareness of the inequities that exist at multiple levels from the personal to the systemic) and demonstrated commitment to the values of diversity and inclusion
- Strong commitment to pro bono as a strategy for increasing access to legal services for low-income Californians

- Enthusiasm for innovation, creative problem-solving and continuous learning
- Demonstrated experience as a self-starter, with a history of independently managing projects
- Previous experience working with low-income and/or underserved communities *preferred*
- Spanish language ability *preferred*
- Experience working at a legal services nonprofit or providing pro bono assistance as a law firm associate *preferred*
- Experience in immigration and/or criminal record clearance work *preferred*

#### **Salary & Benefits:**

- Competitive salary of \$67,760 based on one year of prior experience as a senior staff attorney with commensurate responsibilities as this position. The possible salary range is \$61,600 (no prior experience as a senior staff attorney) to \$92,400 (ten years of prior senior staff attorney experience), as dictated by the OneJustice salary scale.
- Benefits include fully paid health insurance (medical, dental, and vision), life and disability insurance, and generous paid leave (vacation, sick, and holidays - including a full week off during the winter holidays)
- OneJustice also offers a flexible spending account for qualified health and commute expenditures
- An opportunity to work on the cutting edge of legal services innovation and growth
- A supportive, team-based environment and commitment to ongoing professional development

#### **Application:**

To apply, please visit: <https://onejustice.bamboohr.com/jobs/view.php?id=14>

**Applications must be received by 5pm on Friday, November 30, 2018. The ideal start date is January 2019.**

In the online application system listed above, be prepared to submit the following information: 1) a cover letter explaining your interest in and qualifications for the position that describes relevant work and/or volunteer experience; 2) your resume; 3) three references; **and 4) a response to the following question:**

OneJustice serves highly diverse communities in our clients and in the broader legal services sector. To ensure that our agency is best positioned to serve these communities, OneJustice strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with our communities. We see this as a commitment to enhance the provision of our services to all clients and nonprofits and to create an inclusive and respectful workplace in which differences are acknowledged and valued. **Please address in your cover letter how your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural competency and diversity amongst our staff.** Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

To promote social justice and best serve our various communities, OneJustice is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups, as well as bilingual and bicultural candidates, to apply.