



1121 MISSION STREET, SAN FRANCISCO, CALIFORNIA 94103  
1305 FRANKLIN STREET, SUITE 410, OAKLAND, CALIFORNIA 94612

## **JOB ANNOUNCEMENT**

**Position:** **Staff Attorney** (full-time, exempt position)

API Legal Outreach is the largest social justice legal organization serving the Asian and Pacific Islander communities of the Greater Bay Area. Founded in 1975, our mission is to provide culturally competent and linguistically appropriate legal representation to the most marginalized segments of the community including low-income women, seniors, immigrants, and youth. With offices in Oakland and San Francisco, our work is focused in the areas of domestic violence/family law, immigration and immigrant rights, senior law and elder abuse prevention, anti-human trafficking, youth violence prevention, tax, disability rights, housing preservation, and other social justice issues. This position will coordinate a new project that will provide legal services to disabled San Francisco residents.

### Duties and Responsibilities:

1. Provide legal representation primarily in the areas of civil legal services of behalf of the disabled but may include work in other priority areas such as public benefits, elder law, immigration, domestic violence, sexual assault, and housing. This work will include representation of clients in state court and before administrative bodies.
2. Conduct community education and outreach.
3. Staff clinics at sites accessible to the low-income, disabled, and senior consumers.
4. Provide technical assistance and training to community and public agencies.
5. Represent the organization at community, legal, funding, and other meetings and functions.
6. Assist with administrative and fundraising work of the organization.

### Minimum Qualifications:

1. At least two (2) year's experience in representing low-income and non-English speaking, disabled clients in progressively more complex civil law matters.
2. Demonstrated commitment to social justice and the advancement of communities of color.
3. Bilingual and bicultural skills particularly relevant to underserved communities.
4. Strong advocacy and courtroom skills.
5. Must be a member in good standing of the California Bar.
6. Ability to work well in a team-oriented, multi-cultural work environment.

### Preferred Qualifications:

1. At least two years of civil litigation experience in representing low-income, disabled clients.
2. Successful experience in serving API's target populations and working in disadvantaged communities of color.
3. Working knowledge of Time Matters/Abacus, Essential Forms, and Immigrant Pro or similar programs.

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

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

**Start Date:** Applications will be reviewed on a rolling basis.

If interested, send cover letter and resume with 3 references to: Personnel Committee, API Legal Outreach, 1121 Mission Street, San Francisco 94103 or [info@apilegaloutreach.org](mailto:info@apilegaloutreach.org). Position is open until filled.

**An Equal Opportunity Employer Committed to Affirmative Action**