JOB ANNOUNCEMENT

PART-TIME CERTIFIED LAW CLERK (PAID)
HOUSING DEPARTMENT, LAW FOUNDATION OF SILICON VALLEY
FALL 2020

PROGRAM DESCRIPTION
The Law Foundation of Silicon Valley advances the rights of under-represented individuals and families in our diverse community through legal services, strategic advocacy, and educational outreach. Now with over 90 employees, the Law Foundation is the largest provider of free legal services in the South Bay. Located in downtown San Jose, the Law Foundation is a dynamic and interesting place to work. We pride ourselves on fostering a work environment that is motivating, collaborative and fun, with plenty of opportunities for professional growth. We are working towards a race-conscious legal services practice.

JOB DESCRIPTION
The Law Foundation of Silicon Valley is seeking a part-time (20 hours/week), CA Bar Certified Law Clerk to work in our Housing Department. The certified law clerk will work primarily in our direct services housing practice providing counsel and advice, brief legal services, and managing their own case load by providing full-scope representation to low-income tenants facing eviction. The law clerk will also support the Law Foundation’s housing impact litigation and policy advocacy by conducting legal research, case investigation, legal drafting, and interviewing clients and witnesses.

Required Qualifications
1. You must be eligible to register as a Certified Law Student as defined by Rule 9.42 – California Rules of Court Certified Law Students.

Desired Qualifications
1. Strong commitment to civil rights.
2. Knowledge of Housing Law and Eviction proceedings.
3. Experience with client interviewing and drafting of court paperwork.
4. Ability to analyze, write and present ideas clearly and concisely.
5. Familiarity with legal research methods.
6. Bilingual language skills (particularly Spanish or Vietnamese) highly desirable.
7. Ability to work independently and be self-motivated.
8. Organizational skills and computer proficiency.
9. Ability to treat all clients with dignity and respect.
10. Strong interpersonal skills.
11. Connections to and experience working with diverse populations, including communities of color and people living with disabilities.
12. Passion for social justice and race equity as well as a desire to provide assistance to underserved
populations.
13. 2Ls or 3Ls preferred.

**COMPENSATION**
Compensation is hourly ($26.10/hour), with a maximum 20 hours per week. This is a temporary, part-time position from September 2020 until December 2020.

The Law Foundation is an Equal Opportunity Employer/Affirmative Action Employer. We encourage people of color, women, people living with disabilities, older people, and lesbian, gay, bisexual, and transgender people to apply. It is the policy of the Law Foundation to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, ethnicity, ancestry, religion, age, sex, gender, sexual orientation, gender identity/expression, pregnancy, medical condition or genetic information, veteran status, national origin, disability, marital or other protected status. The Law Foundation will conform to the spirit, as well as the letter of all applicable laws and regulations.

**APPLICATION PROCESS**
Applications will be reviewed on a rolling basis until position is filled. Please submit the following via email to teresam@lawfoundation.org: (1) a resume and (2) a cover letter that explains your interest and also addresses the question below.

In order to best serve our clients and our community, the Law Foundation is committed to creating a diverse and inclusive workplace in which differences are acknowledged and valued. How has your personal background or experiences, professional or otherwise, prepared you to contribute to social justice, race equity and diversity among our staff?