

## **JOB TITLE: ASSISTANT DIRECTOR OF LITIGATION AND ADVOCACY**

### **GENERAL STATEMENT OF DUTIES**

The Assistant Director of Litigation and Advocacy will work with the Litigation & Advocacy Director to oversee the development of the firm's major/complex litigation and law and systems reform advocacy. The focus of this position will be primarily on the firm's housing justice work centered around tenant rights, eviction defense, subsidized housing terminations, affordable housing advocacy, housing justice advocacy with local, state, and federal governmental entities, appellate work, and impact litigation. This is a managerial position that in addition will provide leadership and direction to the firm's Housing Law Unit.

**SUPERVISION RECEIVED:** The Assistant Director of Litigation and Advocacy receives direction from the Litigation & Advocacy Director or designee.

**SUPERVISION EXERCISED:** As delegated by the Litigation Director or Executive Director provides supervision to advocacy staff. This position assists in training and mentoring all SLLS staff engaged in housing work in the agency. This position may also assist in supervising the work of assigned staff in the agency's New Orleans Tenant's Rights Unit.

### **MAJOR DUTIES:**

1. Provides guidance and counsel to advocacy staff in the conduct of litigation.
2. Primary responsibility is guiding and supporting the firm's Housing Law Unit in litigation advocacy and working with all SLLS engaged in housing work by providing direction and support.
3. Leads SLLS' Housing Practice Area Group in biweekly meetings.
4. Participates as lead counsel or co-counsel in major/complex litigation.
5. Assists in initiating major/complex litigation and maintains appropriate litigation docket.
6. Assists in the planning and coordination of the firm's law reform advocacy and goals.
7. Provides leadership and works to ensure that assigned supervised staff members comply with Legal Services Corporation requirements, and the requirements of other grantors regarding the delivery of service. Also works to ensure that those assigned staff members comply with the disciplinary rules of the Louisiana State Bar Association's Rules of Professional Conduct. Works to ensure adherence by assigned staff to the firm's standards of practice, intake, priority, and case acceptance procedures and policies.
8. Keeps records on the computer of how work time is spent as required by LSC regulations. Complies with the disciplinary rules of the Louisiana State Bar Association's Rules of Professional Conduct.
9. Assists the Litigation Director in reviewing all of the firm's appeals for authorization or denial.
10. Promote systems for identifying and providing high-quality, strategic impact litigation, and policy advocacy.
11. Identifies and develops training programs for advocacy staff with particular emphasis on communicating significant developments in poverty law and practice.
12. Collaborates with the Litigation Director in reporting to the Executive Director, program services on the quality and quantity of the program's major litigation, and recommend improvements for the delivery of services.

13. Works with the Director of Litigation, Executive Director, Deputy Director, and Pro Bono Program Director to plan and implement the firm's services to applicants. Works to ensure that these services are performed effectively and efficiently with compassion and respect for the applicants.
14. Collaborate with the Litigation Director in assisting the Executive Director in the development and oversight of litigation, case management procedures, practice forms/manuals, performance and supervision standards for legal work
15. Serves as general counsel to the firm when the Litigation Director is absent or as delegated, by providing legal counsel to management when needed.
16. Participates in community education projects, participating in developing plans, speaking to groups, and maintaining records of community education activities.
17. Responds to media requests as authorized by the Executive Director
18. Mentor attorneys at all levels, teach litigation strategies, and develop attorneys' litigation skills.
19. Learns and applies all necessary computer skills for performing work, including, but not limited to:
  - checks e-mail at least once daily.
  - communicates by e-mail.
  - performs word processing work.
  - retrieves and updates client database records as needed.
20. Performs additional duties as assigned to provide for the smooth functioning of SLLS as directed.

### **MINIMUM QUALIFICATIONS**

Member of the Louisiana bar or willing to take the first available exam.

Five years of experience in the practice of law

Record of addressing issues our clients face with successful systemic advocacy that has changed the systems with which our clients interact

Substantial experience in complex and sophisticated litigation in federal and state civil trial and appellate practice preferred.

Comprehensive knowledge and familiarity with poverty law and experience working with low-income clients, marginalized populations, and communities of color

Demonstrated supervisory and organizational skills and ability to work closely with executive leadership and SLLS attorney staff program wide.

A genuine interest in the firm and its mission of helping low-income and other vulnerable people achieve justice through direct case work, advocacy, and community legal education and its mission of a more just society.

### **SALARY RANGE**

\$72,000 - \$97,000