POSITION: MANAGING ATTORNEY
(BILINGUAL ENGLISH/SPANISH REQUIRED, BILITERATE PREFERRED)

PROGRAM: COMMUNITY BRIDGES FAMILY RESOURCE COLLECTIVE

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

POSITION DESCRIPTION:
Reporting to the director of the Family Resource Collective, the managing attorney provides comprehensive legal services to eligible clients in Community Bridges’ priority areas in accordance with Community Bridges’ program guidelines, the ABA Standards for Providers of Civil Legal Services and the Code of Professional Responsibility.

DUTIES & RESPONSIBILITIES:
• Provides legal counsel, advice, representation, and other legal assistance to eligible client groups in civil matters, including administrative proceedings and litigation in the state and federal courts.
• Maintains an appropriate level and balance of advocacy as required by the Core Expectations.
• Provides community legal education & outreach on issues and areas within the priorities, as identified by Community Bridges.
• Develops expertise in one or more of the substantive priorities of the program, using that expertise in both matters that are routine and those that involve policy advocacy necessary and appropriate to the resolution of legal problems, which are of significant concern to the client community.
• Supervises the work of, and assists in training, law clerks, community workers, and legal support staff; coordinates with other program and agency staff to ensure achievement of program outcomes.
• Assists and cooperates with program and development staff in securing grants and other funding and complying with grant obligations and reporting requirements.
• Maintains and improves proficiency with all equipment, hardware, and software necessary to perform the duties of the position.
• As assigned by the program director, mentoring attorney or the chief executive officer, performs other duties as assigned.
• Complies with the California Rules of Professional Conduct, the Legal Services Corporation Act and its regulations promulgated there under, and with program standards, policies and practices including all caseload size and control protocols, case management, reporting, and grant compliance procedures.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

MINIMUM QUALIFICATIONS:

Required:
• Admitted to practice law before the court of any state.
• Admitted to practice law in the State of CA or willingness to take the next CA Bar Exam.
• Demonstrated commitment to working with low-income clients.
• Excellent written and verbal communication.
• Able to meet deadlines and perform multiple tasks while maintaining attention to detail.
• Good people skills and the ability to maintain positive relations with a diverse population.
• Bilingual (English & Spanish) Fluency Required.

Preferred:
• Experience working with low-income families and communities.
• Experience working with tenant/landlord issues.
• Experience in a non-profit legal services environment.
• Prior experience in legal services and additional language ability relevant.

OTHER REQUIREMENTS:
• Must be able to work at a computer for full workdays; some routine lifting and reaching requirements.
• Must have a valid CA Driver’s License for work-related tasks as needed, have access to drive a motor vehicle incidental to the performance of the work and be insured.
• Must pass a criminal background screening.

We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place.

RATE OF PAY AND HOURS:
• This is a confidential, exempt, 40 hr/wk position.
• The position will be offered between $87,214-$110,052/yr, depending on education and experience (plus a .40/.10 per hour bilingual/biliterate differential after passing a test administered by the HR department).
• Typical hours of work will be Monday-Friday, between 9am and 5pm.
• Regular onsite attendance is required of this position.

**BENEFITS:**
• For employee: shared cost medical, dental, vision, life insurance and Employee Assistance Program. This benefit package is valued at $9,485.04/year
• First year: 16 vacation days and 10 holidays, with accrual based on 40 hr/wk.
• Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
• May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
• 401(k) Retirement Plan: Agency matches employee contribution up to 4% of annual salary upon completion of six months of employment, effective during open enrollment period.
• Flexible Spending Account (FSA).
• Dependent Care Reimbursement Program.
• Paid lunch.

**TO APPLY:**
• Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person. If you have any questions, please call 831-688-8840, Ext. 200.
• Resumes can be submitted but will not be accepted in lieu of an employment application.
• The Community Bridges general application may be downloaded at: [https://communitybridges.org/employment](https://communitybridges.org/employment)
• If applicable, please submit any college transcripts (official or unofficial), licenses, and/or certificates as an attachment to your application.

**COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.**
Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.