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**Job Announcement**

Position: **Deputy Director or Director of Litigation**

API Legal Outreach is the largest social justice legal organization serving the Asian and Pacific Islander and Latino communities of Northern California. 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, Anti-Human Trafficking, Youth Violence Prevention, the preservation of affordable housing, and other issues.

**Duties and Responsibilities:**

This position is newly created and can be filled by an attorney with extensive litigation experience or a non-profit administrator with direct social services experience.

**If an attorney:**

1. Mentor and supervise work of legal services staff, including case review, litigation support, provision for training needs, and contract compliance.
2. Directly oversee litigation work in all project areas but particularly in the litigation heavy projects of housing and family law/domestic violence.
3. Provide full scope of legal representation to eligible clients and client groups particularly with complex litigation and trial work.
4. Develop, coordinate, and engage in fee-for-services work of organization.

**If a social services administrator:**

1. Directly oversee social services work in all project areas but particularly in the case management services of the anti-human trafficking, elder abuse, and disability rights projects.
2. Oversee fundraising, public relations, and outreach efforts including fund development, grants, promoting positive relationships with potential funders, development of business plan toward goal of self-sufficiency.
3. Develop, coordinate, and engage in self-sufficiency planning work of organization.
4. Develop, coordinate, and provide oversight of social services programs.

**All:**

1. Develop and coordinate social justice projects, pro bono and clinical programs, outreach and coalition work.
2. Coordinate hiring process for direct services staff positions.
3. Oversee implementation of time management and service reporting software programs such as AbacusLaw.
4. Oversee grant reporting including working with staff to draft exemplary and timely reports on services.
5. Work directly with grant contract partners such as sister community based organizations to enhance joint service projects and meet grant goals.
6. In conjunction with and during the absence of Executive Director, manage and supervise programmatic and fiscal operations of organization.
7. Represent the organization at community, legal, and other meetings and functions.
8. Provide technical assistance and training to community agencies and partners.

See [www.apilegaloutreach.org](http://www.apilegaloutreach.org) for job announcement with more details and minimum qualifications

Hours: Minimum of 40 hours per week including some weekend and evening hours.  
Salary: Commensurate with experience, based on salary scale; includes health insurance, paid vacation, holiday, sick leave. Exempt position.

If interested, send cover letter and resume with 3 professional references to: Personnel Committee, [jobs@apilegaloutreach.org](mailto:jobs@apilegaloutreach.org). Applications will be reviewed on a rolling basis. Position is open until filled.

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