Senior Staff Attorney, Economic Justice

JOB ANNOUNCEMENT

Date Opened: June 22, 2026

FLSA:	**Exempt, Full-time**
Compensation:	**Equivalent to $105,000 - $115,000 annually depending on experience**
Reports to:	**Program Director, Economic Justice**
Location:	Mainly remote/work from home. Must be in the San Francisco Bay Area. Regular work in our downtown San Francisco office will be required as needed.

Position Summary

The Senior Staff Attorney will support the Economic Justice Program's Legal Services for Entrepreneurs (LSE) Project designed to build community wealth by providing free legal services to low-income entrepreneurs serving marginalized and historically oppressed communities and the Protecting Racial Equity (PRE) Initiative, which advises California nonprofits and organizations with racial equity programming. The Senior Staff Attorney will serve as a critical member of LCCRSF's legal team and play a leading role in LSE's response to meeting the commercial leasing needs of a high volume of marginalized commercial tenants who are otherwise unable to access paid legal services.

About LCCRSF

As one of the West Coast's longest-standing civil rights organizations, LCCRSF stands with historically vulnerable communities, immigrants, and refugees—advancing their rights through litigation, advocacy, and direct legal support. We work alongside legal fellows, 1,000+ pro bono attorneys, and committed volunteers. Learn more at lccrsf.org.

Summary of Duties and Responsibilities

Legal Services for Entrepreneurs (LSE) Program Delivery (70%)

- Provide direct representation and limited-scope services to a portfolio of low-income and other small businesses on lease reviews, renewals, repair issues, early terminations, and other commercial leasing related legal issues.

- Work includes pre-litigation negotiations with commercial landlords and other opposing parties, advising and counseling commercial tenants, drafting and reviewing legal documents, and negotiating rent repayment plans and other settlement agreements.

- On an as-needed basis, review unlawful detainer legal notices and court filings and advise and prepare educational resources for pro per commercial tenants to reference in eviction proceedings.

- Maintain accurate case, program, and other client work files and other documentation of work performed using office databases and systems.

- With the Program Manager and Intake Specialist, coordinate and conduct potential client intake interviews.

- Participate in free virtual and in-person legal clinics providing brief legal advice and counsel and supervising and training pro bono attorneys.

- With the Program Manager, develop and deliver "Know Your Rights" trainings to LSE clients and communities, providing insights and guidance on current topics relevant to underserved small business communities.

Protecting Racial Equity (PRE) Program (20%)

- Participate in limited-scope advice and counsel clinics, consults, and trainings as needed to service California nonprofits and other organizations seeking racial equity programming review and information regarding legal, litigation, and policy risks in the diversity, equity, and inclusion space.

Supervision, Administration, and Grants (10%)

- Train, supervise, and onboard staff, law clerks, and volunteers as needed.

- Ensure efficient and effective service delivery processes aligned with organizational policies and protocols and all applicable rules of professional responsibility.

- Assist Grants Manager and Program Director with grant compliance and reporting.

Other tasks as assigned by Program Director. This position may require some evening and weekend work.

Essential Qualifications

- J.D. and a member in good standing of the California Bar.
- A minimum of five years of legal experience, including direct representation of businesses and legal entities in transactional matters, particularly relating to microenterprises/small businesses.
- Knowledge of and experience in nonprofit law highly desired.
- Demonstrated experience and leadership in community economic development.
- Prior experience working with low-income communities of color and immigrant communities.
- A minimum of one year of project management experience.
- Experience working in a clinic setting and with pro bono attorneys highly preferred.
- Oral and written proficiency in Spanish highly preferred.
- Excellent organizational, communication, analytical, writing, and editing skills; strong attention to detail.
- Experience working with Microsoft products, including Office and Teams; Adobe Acrobat; case management tools such as LegalServer; and contact management tools such as Salesforce
- Ability to: 1) relate to and communicate respectfully and effectively with a broad range of clients, colleagues, and partners in the legal community and beyond, 2) work as a member of a team and independently, 3) set and carry out objectives with minimal supervision, 4) think strategically and creatively, solve problems, innovate, exercise initiative, and 5) manage multiple tasks/projects and sensitive information while also being able to determine when to ask for assistance.
- Knowledge of and commitment to the mission and goals of LCCRSF and the Economic Justice Program.

Benefits

Competitive benefits package including 100% paid premiums for employee and 80% dependents plus generous paid time off/holidays (total of 6 weeks off/year not including sick time) and 403b employer contribution. LCCRSF is Latina-led, with about 30 staff. We are flexible, family-friendly, and value health, wellness and balance.

While this position offers a primarily remote schedule, working in our San Francisco office will be required as needed. Monthly in-person staff meetings are mandatory for all employees.

Working Environment and Conditions

The working conditions described here are representative of those that must be met to successfully perform the essential functions of this position. While performing the duties of this position, the employee must be able to remain in a stationary position, constantly operate a computer, and be able to communicate information and ideas so others will understand. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

To Apply

Applications will be reviewed on a rolling basis. **Applicants should submit 1) a thoughtful cover letter; 2) a resume; and 3) three professional references using the following link:**
https://lccrsf.bamboohr.com/careers/43?source=aWQ9Mjc%3D **.** Any questions can be sent to careers@lccrsf.org.

Lawyers' Committee for Civil Rights of the San Francisco Bay Area thrives as an inclusive/equal opportunity employer. People of all backgrounds and walks of life are encouraged to apply.