



LOUISIANA FAIR HOUSING ACTION CENTER

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Staff Attorney (New Orleans)

The Louisiana Fair Housing Action Center (LaFHAC) seeks a Staff Attorney to work on the investigation and litigation of civil rights violations. The Staff Attorney will represent clients and the organization in fair housing and related civil rights matters in federal, state court, and administrative proceedings.

About LaFHAC:

LaFHAC is a non-profit organization that seeks to eradicate housing discrimination, an illegal and divisive force that perpetuates poverty and segregation, and limits opportunity. LaFHAC was established in 1995 and is the only full-service fair housing advocacy organization in Louisiana. LaFHAC addresses housing discrimination by 1) educating housing consumers and providers about their rights and responsibilities to proactively prevent violations of the Fair Housing Act; 2) investigating fair housing violations; 3) challenging discriminatory housing practices and policies through litigation; 4) advocating for new policies that promote equitable housing; and 5) counseling homeowners facing foreclosure.

Education and Admission Requirements

Applicants must have a JD from an ABA-accredited law school and be a **current member in good standing of the Louisiana Bar**. We are unable to accept those who have not yet applied for the bar or are awaiting results at this time.

Qualifications

Our ideal candidate has all or most of the following qualifications:

- **A demonstrated commitment to civil rights work is required.**
- Significant experience as a practicing attorney, including federal court litigation experience. At least five years litigation experience is



preferred. Prior experience in fair housing and/or other civil rights litigation is highly desirable but not required.

- Ability to handle a diverse caseload with substantial independence, requiring little direct supervision.
- Excellent legal research, writing, and speaking skills.
- Creativity and willingness to work with others to develop effective legal and other advocacy strategies for advancing civil rights.
- Ability to speak to and work with clients and communities of diverse backgrounds.
- Excellent time management skills, including the ability to meet tight and overlapping deadlines.
- Ability to present information clearly and effectively to a range of audiences, both legal and non-legal.

Responsibilities

The Staff Attorney will handle all aspects of pre-litigation advocacy and litigation in housing discrimination and related civil rights cases, as well as assist with education efforts and policy advocacy. The Staff Attorney's essential responsibilities will include:

- Assist with the screening of requests for legal assistance and the investigation and development of potential new matters.
- Where appropriate, assist the Testing Coordinator with developing complaint-based testing/investigation strategies.
- Engage in a full range of advocacy services, including but not limited to: general legal advising, drafting demand letters and requests for reasonable accommodations.
- Devise creative litigation strategies aimed at providing the greatest positive outcome for the client and larger community.
- Represent LaFHAC and clients in administrative civil rights enforcement activities and federal court proceedings.
- Maintain full and accurate case files for legal proceedings, and assist with the maintenance of records for grant reporting, audits, and other purposes as necessary.
- Supervise legal interns, cooperating attorneys, and volunteer attorneys in fair housing litigation and administrative enforcement activities.
- Represent and advocate for LaFHAC and the communities we serve at fair housing meetings, events, and before government entities.
- Develop and maintain networking relationships within the community.
- Safeguard clients' records and confidentiality;
- Work as a team to further the mission and goals of LaFHAC and all its programs;
- Other duties as assigned.

Salary and Benefits

The salary range is, and ranges from \$50,000-\$65,000 based on experience. Benefits include:

- 100% employer-paid medical insurance with available dental and vision coverage
- Flex spending account
- 401(k) with employer-matched contributions
- Paid vacation and sick leave
- Paid parental leave.

Please Note: LaFHAC staff continue to work remotely due to the COVID-19 pandemic. The Staff Attorney will work remotely as well until the office reopens to all staff, **but may be required to make in-person court appearances as necessary.**

How to Apply

The position is open until filled. Please submit a resume, cover letter, and legal writing sample to resumes@lafairhousing.org. The writing sample should be no longer than five (5) pages, should reflect the applicant's own work without significant revision from others, and should include discussion of a complex legal issue. Correspondence may be addressed to Sarah Carthen Watson, Legal Director. **Please note: due to the expected volume of applications, we are unable to confirm receipt of individual application materials.** Applicants selected for an interview will be notified via email.

*LaFHAC is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender, national origin, disability, familial status, or sexual orientation. **Persons of all backgrounds are encouraged to apply.***