



**Position: Director of Legal Services**

**Department: Legal Services**

**Reports To: Executive Director**

**Status: Exempt / Full Time**

**PayScale: \$110,000~\$140,000**

**Probation: 90 days**

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### **JOB SUMMARY:**

Under the supervision of the Executive Director, the Director of Legal Services is responsible for the day-to-day management and oversight of legal services for The LGBTQ Center Long Beach. This includes providing client advocacy, managing community outreach, and overseeing training efforts. Additionally, the Director of Legal Services will manage paid staff and volunteer attorneys, ensuring that legal services are delivered in a safe, affirming, and welcoming environment aligned with The Center's mission.

### **Primary Duties and Responsibilities:**

#### **Administrative Responsibilities**

- Recruit, hire, train, and support the professional development of assigned program managers.
- Develop and implement appropriate training protocols for department staff.
- Collaborate with the senior management team to integrate cross-program activities and functions.
- Instill accountability among team members by modeling strong oversight of individual and organizational performance standards.
- Maintain programmatic data, evaluate activities against established metrics, and adjust efforts as needed to meet goals and objectives.
- Prepare and submit required reports, including reauthorizations, as requested by funders.
- Identify potential funding opportunities to sustain and expand services as needed.

#### **Leadership Responsibilities**

- Participate in team, department, interdisciplinary, and staff meetings as necessary.
- Coordinate and oversee the implementation of all legal services.
- Manage departmental performance goals and objectives.
- Produce policy and planning documents addressing domestic violence, anti-violence, and emerging legal issues, as needed.
- Represent the department at public forums (conferences, trainings, mixers, etc.) when necessary.
- Advocate for and promote inclusive and affirming legal policies and objectives.

#### **Management Responsibilities**

- Oversee the expansion of The Center's legal services department, including recruitment, training, and scheduling of volunteer attorneys licensed to practice in California for individual consultations and community workshops.

### **Direct Service Responsibilities**

- Oversee the expansion of The Center's legal services department, including recruitment, training, and scheduling of volunteer attorneys licensed to practice in
- Triage service inquiries to assess client fit and needs.
- Provide client advocacy, referrals to internal and external services, and linkage to resources as needed.
- Accompany clients to court proceedings and appointments when necessary.

### **Outreach Responsibilities**

- Build and maintain a collaborative referral network across Southern California with social services, legal, law enforcement, and educational institutions.
- Develop and lead training for area service providers, attorneys, and government agencies on best practices for serving LGBTQ+ clients and victims of crime, domestic violence, and sexual assault.
- Oversee or facilitate workshops addressing emergent needs within target populations.
- Maintain relationships with internal and external LGBTQ+ direct service providers.

### **Board of Directors Responsibilities**

- Attend board meetings and provide input on issues and tasks being considered.
- Prepare and present regular or special programmatic reports to the Board of Directors as required by the Executive Director.

### **Personnel Responsibilities**

- Adhere to The Center's personnel policies and procedures.
- Provide coaching and mentoring opportunities for staff to promote professional development.
- Individual and group supervision for department staff should be offered according to Center policies.

### **General Responsibilities**

- Participate in team, department, interdisciplinary meetings, events, fundraising events, or other functions as needed.
- Perform other reasonable duties as necessary or assigned.

### **Desired Qualifications, Experience and Skills:**

- A Juris Doctor (JD) degree is required, as is an active and current California State Bar license in good standing.
- Minimum of three (3) years of experience practicing law.
- At least three (3) years of experience addressing issues of violence within the LGBTQ community, with a focus on client, staff, programmatic, and organizational safety concerns.
- Proven track record in program development, implementation, and evaluation.

- Expertise in differentiating between aggressor and survivor dynamics, with experience implementing programs informed by aggressor/survivor differentiation techniques.
- Demonstrated experience in trauma-informed legal approaches, particularly in the provision of services to victims of crime.
- Strong project management skills with the ability to manage complex, multifaceted projects, ensuring measurable success and program growth.
- Experience working within high-performance, collaborative teams.
- Proven experience in hiring, managing, developing, and coaching staff.
- Bilingual and fluent in English and either Spanish or Khmer (read, write, and speak) a plus.
- Ability to pass an FBI background check.
- Flexibility to work evenings and weekends as needed.
- Access to reliable transportation, a valid driver's license, and a driving record that meets The Center's liability insurance requirements.
- Proficient in computer applications, including email, Microsoft Office Suite (Word, Excel, PowerPoint), and other software/tools relevant to program operations and reporting.

The LGBTQ Center Long Beach is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or any other protected status.

This job description is intended to provide a general overview of the position and is not an exhaustive list of all duties and responsibilities. Employment is at-will, and either the employer or employee may terminate the employment relationship at any time, with or without cause or notice.

We are committed to providing reasonable accommodations for individuals with disabilities. If you require an accommodation during the application process, please let us know.

**ONE IN LONG BEACH, INC**  
**dba THE LGBTQ CENTER LONG BEACH**  
**EMPLOYMENT APPLICATION**



The LGBTQ Center Long Beach (The Center) is an Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment and/or advancement opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/expression, national origin, place of birth, race, religion, sex, sexual orientation, and/or any other characteristic(s) protected under local, state, or federal laws in any of its employment practices and activities. All employment decisions shall be made without regard to any of these characteristics.

**INSTRUCTIONS:**

Please complete all fields. Incomplete information could disqualify you from consideration. Please submit a cover letter, resume, and this application to **Ellie Perez, Executive Director**, at [leperez@centerlb.org](mailto:leperez@centerlb.org).

**PART I: CANDIDATE'S INFORMATION**

Name:		Date:	
		Pronouns (Optional):	
Address:			
City:	State:	Zip code:	
Phone:		Email:	

**PART II: PREVIOUS EMPLOYMENT WITH THE CENTER**

Have you ever been employed by The Center?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
DATE(S):	<b>FROM:</b>	<b>TO:</b>		
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

**PART III: PREVIOUS VOLUNTEER EXPERIENCE WITH THE CENTER**

Have you ever volunteered at The Center?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
DATE(S):	<input type="checkbox"/> One time	<b>FROM:</b>	<b>TO:</b>	
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

PART IV: SERVICES FROM THE CENTER			
Have you ever received any services at/from The Center?			<input type="checkbox"/> Yes <input type="checkbox"/> No
DATE(S):	<input type="checkbox"/> One time	FROM:	TO:

PART V: AVAILABILITY							
For which position are you applying?							
What type of work are you seeking?	<input type="checkbox"/> Full time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Temporary				
On what date can you start?							
Please use the spaces below to write which days and hours you are available for work.							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
AM	AM	AM	AM	AM	AM	AM	
PM	PM	PM	PM	PM	PM	PM	
If needed, can you work overtime?						<input type="checkbox"/> Yes	<input type="checkbox"/> No

PART VI: EDUCATION				
Please circle the highest grade completed: 7 8 9 10 11 12 13 14 15 16+				
Institution's Name	City/State	Years Completed	Graduation Date	Diploma/Degree

<b>PART VII: JOB RELATED SKILLS</b>				
<b>Language skills:</b> Are you fluent (speak, write, read) in any other language other than English? <i>If so, please describe below.</i>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please list any other skills, licenses, or certificates that may be job related or that you feel would be of value to this job and The Center.				
Have you read the job description?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you understand the requirements of the job?			<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>PART VIII: EMPLOYMENT HISTORY</b>					
<input type="checkbox"/> <b>I am still working for this employer</b>		May we contact employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer's Name					
City/State				Phone	
Position/Job Title			Supervisor's Name		
Dates of Employment		From:			To:
Duties/Responsibilities					
Reason for leaving					

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

<b>PART IX: PROFESSIONAL REFERENCES</b>	
Name	Relationship
Email	Phone
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Name	Relationship
Email	Phone
<hr/>	
Name	Relationship
Email	Phone

**ACKNOWLEDGMENT**

**PLEASE READ CAREFULLY BEFORE SIGNING**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for The Center to hire me. If I am hired, I understand that either The Center or I can terminate my employment at any time and for any reason, with or without prior notice. I understand that no representative of The Center has the authority to make any assurance to the contrary.

I attest with my signature below that I have given The Center true and complete information on this application. No requested information has been concealed. I authorize The Center to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for denial of employment or immediate dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_