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Position Announcement

Position Information	
Position Title	Equal Justice Works Fellowship in the Housing Justice Program
Location	Greenville and Spartanburg Offices
Job Type	Two-year Fellowship
Job Summary	<p>South Carolina Legal Services, a statewide nonprofit law firm, in conjunction with Equal Justice Works mobilizes cohorts of lawyers and community organizers to serve low-income individuals who are current at risk of experiencing housing instability and involuntary displacement, particularly due to eviction.</p> <p>The fellow will provide legal advice, referrals, and full representation for tenants in eviction proceedings, engage in outreach and education activities; and collaborate with community partners to address systematic barriers that contribute to housing instability.</p> <p><i>A more detailed job description is available upon request.</i></p>
Minimum Qualifications	<ul style="list-style-type: none"> • Member of the SC Bar, preferred but not required • Strong oral, written and presentation communication skills; bilingual skills a plus but not required. • Excellent computer skills, including Windows and Microsoft Office 2013. • Commitment to public interest/poverty law. • Valid driver's license and good driving record. • Ability to begin the fellowship by on or about August 1, 2022 and serve for 2 years. • Desire to work with diverse low-income or economically disadvantaged individuals, families, and the agencies that serve them. • Proficient with Microsoft Office 2016 and Microsoft Office 365
Job Open Date	Immediately
Job Close Date	Until Filled
<p>Applicants interested in applying for this position may submit a Resume, 2 writing samples and three references with cover letter to eunicefranklin@sclegal.org, Attention: Human Resources – HJP Fellow</p> <p>EOE M/F/D/V</p>	



SOUTH CAROLINA LEGAL SERVICES

Equal Justice Works Fellowship in the Housing Justice Program

Introduction:

South Carolina Legal Services (SCLS), a statewide nonprofit law firm, has been selected by Equal Justice Works as an implementing partner of Equal Justice Works' Housing Justice Program. Equal Justice Works is the nation's largest facilitator of opportunities in public interest law. The Equal Justice Works Housing Justice Program is comprised of attorney fellows and organizer fellows who, over the course of a two-year fellowship term, will be a part of a targeted initiative to address the justice gap in South Carolina.

Job Summary:

The Equal Justice Works Fellowship in the Housing Justice Program will address the justice gap in South Carolina through responsive, context-specific innovations, and interventions focused on housing justice. Specifically, attorney fellows will work to fight a variety of injustices related to housing instability and involuntary displacement in South Carolina, particularly due to eviction.

Terms of Service:

Based on Equal Justice Works guidelines, the term of service will begin on August 1, 2022 for two years.

Duties and Responsibilities:

1. Provide legal advice, referrals, and full representation for tenants in eviction proceeds;
2. Strategize, plan, and conduct training and outreach to communities and community organizations in furtherance of housing stability and affordability for low-income community members engaging in peer-to-peer learning with other Equal Justice Works Housing Justice Program Fellows;
3. Actively contribute to and participate in Housing Justice Program cohort activities (resource exchanges; mandatory webinars and conference calls; and training events, including Equal Justice Works Leadership Development Training in fall 2022 and 2023);
4. Exercise leadership competencies as an Equal Justice Works Fellow;
5. Contribute to required programmatic reporting and overall program evaluation.
6. Perform legal research and prepares memoranda, pleadings, discovery, motions, appeals, and interrogatories and keeps supervising attorney advised of case statuses.
7. Evaluate the strengths and weaknesses of cases and prepares cases for presentation before administrative tribunal or another appropriate legal forum.

8. Negotiate case resolution with opposing parties, opposing attorneys and the guardians ad litem if applicable.
9. Appear in State and Federal courts for motions, trials, arguments, hearings, rules to show cause, pre-trial conferences, status conferences, roster/docket sounding and appeals. Fill in for other attorneys as needed.
10. Attend SCLS Unit meetings, case management meetings, advocate meetings, and program wide trainings.
11. Develop and maintain relationships and collaborate with organizations, agencies, faith groups, etc. that serve housing instability.
12. Organize and maintains files and records of a confidential, complex, or otherwise sensitive nature.
13. Keep informed of new rules, regulations, and legislation involving SCLS and Equal Justice Works.
14. Maintain accurate follow-up system to review cases when appropriate.
15. Perform all other duties as may be requested by the supervising and managing attorney.

Competence Required:

1. Knowledge of state and federal rules, regulations, and practices.
2. Knowledge of the principles of civil practice, time management, and supervisory techniques.
3. Knowledge of the Rules of Civil Procedures, Rules of Evidence, Rules of the Family Court, Rules of Appellate Procedure.
4. Skill in litigation and trial advocacy.
5. Skill in conducting legal research.
6. Skill in legal writing including legal briefs and memos.
7. Skill in analytical problem solving.
8. Skill in decision making in adversarial circumstances.
9. Skill in document composition.
10. Ability to communicate effectively verbally and in writing.
11. Ability to maintain files, records, and reports.
12. Ability to coordinate multiple tasks efficiently.
13. Knowledge of basic office practices, legal forms and format, the maintenance of complex records and the use of guides and reference materials.
14. Knowledge of good human relations practices.
15. Knowledge of the purposes, objectives, and organization of SCLS.
16. Knowledge of basic public relations techniques.
17. Ability to plan and organize workflow.
18. Ability to handle numerous tasks concurrently.
19. Display high standard of ethical conduct.
20. Work and communicate with clients to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.
21. Display a high level of initiative, effort, and commitment towards completing assignments efficiently.

22. Respond appropriately to supervision. Make an effort to follow policy and cooperate with supervisors.
23. Align behavior with the needs, priorities, and goals of the organization.
24. Encourage and facilitate cooperation, pride, trust, and group identity. Foster commitment and team spirit.
25. Express information to individuals effectively, taking into account the audience and nature of the information. Listen to others and respond appropriately.
26. Experience with low-income or economically disadvantaged individual and families is a plus.

Licensing and Certification:

Requires a J.D. from an accredited Equal Justice Works-approved Law School and completion of Rule 608 preferred.

Other Qualifications:

All SCLS employment requirements must be satisfied.

Total Compensation:

Competitive salary and excellent fringe benefits

South Carolina Legal Services is an Equal Opportunity Employer that fosters an environment free of barriers and discriminatory practices. Diverse applicants with regards to race, gender, sexual orientation, religion, disability national origin, age, or political affiliation are encouraged to apply.