**Position:** Staff Attorney - Probate (Full or Part Time)

**Salary:** Salary Full-Time 70K-78K DOE. Salary Part-Time 35K-44K DOE and schedule. commensurate with experience.

**Hours:** Full Time-35 hours per week, Part Time-Flexible-15 to 20 hours per week.

**Location:** Santa Ana

**Organization:** Elder Law and Disability Rights Center

**About Us:** Elder Law and Disability Rights Center is a small grass roots legal services non-profit based in Orange County, California. Through advocacy, education, and the provision of free and low-cost legal services, the ELDR Center strives to ensure dignity and justice for members of our communities who are elderly, living with disabilities, or experiencing homelessness. We provide a range of free and low-cost legal services, including limited conservatorship, end-of-life planning, disability justice, special education, and support for unhoused communities through civil rights litigation and shelter oversight. We are looking for a dedicated and detail-oriented individual to join our team.

**Job Summary**: The ideal candidate is passionate about our mission, has a strong commitment to serving vulnerable populations, and is ready to contribute to a dynamic team providing both in-court and community-based workshops across probate legal services.

**Key Responsibilities:**

* Conduct workshops including to assist self-represented litigants to clear probate notes, empower families to age with dignity through estate planning, and support families petitioning for limited conservatorship. Workshops with be offered in English, Spanish, and Vietnamese at a minimum.
* Supervise law students, legal assistants, and pro bono attorneys at clinics and workshops.
* Maintain accurate records and assist in reporting on grant deliverables and outcomes.
* Represent families or support pro bono attorneys in probate matters including estate planning and conservatorships.

**Essential Job Skills, Experience and Qualifications:**

* California Bar Association license or out of state license qualified to practice in a California nonprofit organization (PLL qualified applicants are encouraged to apply)
* Experience with probate examiner’s notes, guardianship or conservatorship procedures.
* Comfort presenting in group settings or leading public workshops.
* Strong organizational and interpersonal skills
* Detail-oriented with excellent attention to legal intricacies
* Ability to handle a diverse caseload independently and as part of a team
* Excellent verbal and written communication skills
* Willingness to learn and adapt to evolving legal landscapes

**Preferred Job Skills, Experience and Abilities:**

* Fluent in Spanish or Vietnamese
* Experience in limited conservatorships, estate planning, and related areas
* Experience in trauma-informed care
* Previous work in a legal services environment, especially with vulnerable populations
* Experience in direct client services and/or non-profit operations

**Benefits (some benefits are full-time only):**

* Competitive health insurance, retirement, and paid time off
* The office is closed on all court holidays.
* Opportunity to work in a mission-driven organization.
* Collaborative and supportive work environment.
* Dog friendly office.
* Flexible work from home policies

**Inclusive Hiring:** ELDR is committed to diversity, inclusion, and equity in all hiring decisions. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**To Apply:** Email resume and cover letter to careers[@eldrcenter.org](mailto:careers@eldrcenter.org). Please indicate which position (FT or PT) you are interested in. Applications will be reviewed on a rolling basis. Only those applicants selected for interviews will be contacted. No phone calls please.