Program Description:
California Indian Legal Services is a statewide, tribally controlled, non-profit corporation that provides legal services to Indian tribes, Indian organizations and low income individual Indians on issues involving Federal Indian Law. CILS provides a variety of legal services including brief counsel and advice and extended representation on core legal issues affecting Native Americans and Indian tribes. CILS is involved in litigation, policy analysis and advocacy and also provides transactional services to tribes involving economic development and tribal infrastructure. CILS has four offices throughout California.

CILS’ Bishop office is additionally home to the Eastern Sierra Legal Assistance Program (ESLAP) and the Inyo-Mono Senior Legal Program (IMSLP), which provides civil legal aid services to eligible clients on matters unrelated to Federal Indian Law.

The legal services provided by CILS’ Bishop office under ESLAP range from advising and representing tenants facing eviction, helping low-income individuals secure public benefits, and securing reasonable accommodations in employment and housing.

The legal services provided by CILS’ Bishop office under IMSLP range from drafting wills and helping individuals with small estates avoid probate, and drafting advance healthcare directives and durable powers of attorney.

Job Description:
This is a full-time position devoted to increasing, supporting, and enhancing the legal services we provide to individuals with Indian law and non-Indian law issues. Working collaboratively with other staff, the major responsibilities of this position are to conduct intakes; ensure compliance in opening and closing cases, and draft correspondence for attorney staff. Advocates also ensure that community members receive helpful, efficient information and assistance through their contact with CILS; and to develop and implement a variety of outreach strategies to increase community members’ access to legal services.

The daily work of the advocate will include: conducting intakes over the phone and in person; providing brief services, provide legal education and self-help materials, creating first drafts of correspondence and other documents for attorney review, opening and closing cases, providing referrals to community members; and designing and implementing community-based outreach strategies and other duties as assigned.

Qualifications:
Paralegal certificate/law degree from accredited program or equivalent experience strongly preferred. Candidates must be smart and highly motivated. Excellent organizational skills, written and oral
communication skills, legal research and computer savvy essential. Demonstrated interest in Native American rights, public interest law, and/or non-profit administration strongly preferred.

**Salary:**
Competitive salary D.O.E. This is a non-exempt, full-time position. CILS offers full family/partner medical, vision and dental benefits, AD&D, short & long-term disability insurances, life insurance, Section 125 Flexible Spending Accounts, generous leave policies and potential for annual performance incentive.

**To Apply:**
Please submit resume, cover letter, writing sample (5 pages max, shorter is fine), and a list of at least three (3) professional references to Patricia De La Cruz-Lynas, Director of Administration, California Indian Legal Services, via e-mail BIS-hiring@calindian.org. All applicants will be notified when a final hiring decision is made.