EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. KYCC’s Low Income Taxpayer Clinic is seeking Managing Attorney to represent low-income taxpayers with tax issues with the IRS. Serving Los Angeles, focused in Koreatown, KYCC is seeking a bilingual (Spanish or Korean) attorney that has been admitted into California Bar.

We are looking for an individual who is dedicated to serving the needs of low-income residents of Los Angeles, and understands the difficulties that immigrant communities face when dealing with the legal system. KYCC’s LITC is just entering its second year, and an individual committed to building the capacity of the program through volunteer outreach, community education and outreach is ideal.

We have been serving our diverse community for more than 40 years, and if you’re passionate about creating change within our community, one family at a time, we’d like to meet you.

Managing Attorney, LITC (Full-time, Exempt)

Unit: Community Economic Development (CED) Reports To: CED Manager Positions Available: 1
Posted: 11/13/2021 Salary: $58,000 – 70,000 annually DOE, plus BENEFITS

Summary: Under the direction of the CED Manager, the Managing Attorney is responsible for the development and implementation of the Low Income Taxpayer Clinic (LITC), including but not limited to: contract management, supervision of staff and volunteers, and providing direct legal services. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, exempt position.

Duties / Responsibilities:

• LITC Qualified Tax Expert:
  o Screen and interview applicants for legal services and assess their tax issues.
  o Provide representation for taxpayers in audits, appeals, requests for innocent spouse relief, collection matters, payment plans, credits, and tax problems such as, but not limited to, identity theft, worker misclassification, and deceptive tax schemes.
  o Provide legal services for clients through legal research, counsel, and advice, litigation (primarily in the US Tax Court), advocacy before the IRS or other administrative agencies, and systemic advocacy on issues having an impact on low-income and English as Second Language (ESL) taxpayers.
  o Develop pro bono resources to help serve our clients, educate ESL community members about tax issues in collaboration with volunteers and social service agencies, and train legal service attorneys on the intersection of tax law with other areas in which they practice.
  o Develop and maintain networking relationships with local bar associations and with local, state, and federal governments and community agencies that serve our client population.
  o Track data required by funders, keep accurate records on service delivery, and prepare and submit funding proposals and grant reports to the IRS and other sources.
  o Maintain a working relationship with the IRS, LITC’s program office, the United States Tax Court, other organizations in the community, and attend required conferences.
  o Exhibit a high level of personal energy, organization, and commitment to the position and KYCC’s mission.

• Pro Bono Tax Clinic:
  o Recruit and supervise volunteers for LITC program.
  o Provide training and supervision to volunteers, pro bono attorneys, and other tax assistance volunteers to ensure accurate and timely service to low-income taxpayers.
  o Manage case load for any pro bono attorneys or volunteers
  o Actively participate in program planning, such as networking with local bar association, local non-profit organizations, and other community organizations to maximize outreach opportunities and possible pro bono volunteer recruiting possibilities.

• Attend relevant meetings, trainings, events and activities.
• Perform other related duties as assigned by the CED Manager and/or CED Director.
Minimum Requirements / Qualifications:

- A Juris Doctorate degree and admission into the California State Bar.
- **Bilingual capacity (Spanish/English or Korean/English).**
- Demonstrable knowledge of tax law, or experience practicing law, preferably in a non-profit legal aid setting.
- Ability to organize and prepare documentation in a timely manner.
- Possess initiative, flexibility, and the ability to work under pressure and without direct supervision.
- Demonstrable working knowledge of the use and operation of personal computers.
- Strong interpersonal, organizational, written and communication skills.
- Strong commitment to working with a multicultural community.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Proof of passing a TB test.
- A valid California Driver’s License, access to personal transportation, and proof of auto insurance;
- Proof of eligibility to work in the United States.
- Physical requirements: seeing to inspect documents; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

To apply, please submit a cover letter and resume.