



Job Description: Legal Fellow, 2025 LA Wildfires Recovery

Reports to: Senior Program Officer

JOB SUMMARY

The Legal Fellow, 2025 LA Wildfires Recovery, will be employed by United Policyholders (“UP”) and part of a cohort of Equal Justice Works’ (“EJW”) Disaster Resilience Program Fellows based in Los Angeles working to support the 2025 LA Wildfires recovery effort. EJW’s [Disaster Resilience Program](#) is a national, professional Fellowship program for attorneys designed to mobilize legal aid in disaster prone areas, including immigration and humanitarian crises, to ensure vital legal services are accessible, comprehensive, and responsive to the unique needs of individuals, families, and communities to rebuild more resilient communities. UP’s *Roadmap to Recovery*^(R) *Roadmap to Preparedness and Advocacy and Action* programs provide guidance and resources to disaster-impacted households and communities and a voice in public policy matters related to insurance and resilience.

The Legal Fellow will serve as a United Policyholders representative in the impacted region. They will attend and participate in recovery events, community and Long-Term Recovery Group meetings, integrate UP’s *Roadmap to Recovery*^(R) services with locally-led initiatives, assist households in overcoming insurance-related recovery obstacles, and advance the organization’s initiatives.

The Fellow will work closely with the Executive Director, UP staff and volunteers to support the organization’s mission and improve disaster resilience and recovery in the Los Angeles region. They will be a conduit for United Policyholders’ *Roadmap to Recovery*^(R) services to Los Angeles residents and will advance *Advocacy and Action* priorities related to the recovery effort as directed by the Executive Director and Senior Program Officer.

The Legal Fellow, 2025 LA Wildfires Recovery is a two year limited term position, working remotely in Los Angeles, California.

GENERAL RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EQUAL JUSTICE FELLOWSHIP

Equal Justice Works Fellows are part of a network of over 3,000 current and former Fellows dedicated to improving access to equal justice for all. As a member of the network, each Fellow has access to:

- Equal Justice Works’ annual Leadership Development Training, which is attended by ~200 current Fellows each year. The conference will take place in-person in DC in fall 2026 and 2027.
- Responsive training and technical assistance from Equal Justice Work’s disaster resilience and recovery TTA provider.
- Regular substantive and skills-based webinars throughout the Fellowship.
- Monthly networking and collaboration sessions with other Disaster Resilience Fellows.
- Additional networking opportunities with all Equal Justice Works Fellows throughout the year.

During the Fellowship term, Fellows work collaboratively to:

- provide legal guidance, referrals, and full representation to underserved 2025 Southern California Wildfires survivors;
- identify areas for policy change and reform;
- engage in outreach and education activities, such as Know-Your-Rights presentations;
- and work with community partners to increase disaster preparedness and resilience.

UNITED POLICYHOLDERS

The following duties and responsibilities required by United Policyholders are those considered to be essential but do not represent all job functions that may be required to be performed by this position.

Attorney Duties

- Legal Areas: Insurance & Disaster Law, Consumer Education & Outreach, Public Policy & Consumer Advocacy
- Conduct research and draft articles and publications on insurance legislation, cases, statutes, and regulations
- Support the Executive Director and Staff Attorney in connection with legislative, regulatory and litigation matters.
- Serve as liaison to the American Bar Association’s Disaster Legal Services Program

Roadmap to Recovery^(R) Program Duties

- Support and serve as a conduit for the organization’s 2025 LA Wildfire R2R program
- Help update and maintain UP’s 2025 LA Wildfires Disaster Recovery Library
- Attend and support Roadmap to Recovery^(R) workshops as requested
- Attend community meetings on behalf of United Policyholders as directed
- Support the preparation, planning, outreach and execution of UP events
- Maintain records of events attended, attendance and other statistics
- Track recovery issues and suggest workshop topics that address local needs
- Work with UP staff to schedule and secure venues for in-person workshops as needed
- Work with UP staff to make sure UP supplies and handouts are provided at in-person workshops
- Document Roadmap to Recovery events, including providing a photographic record
- Report to UP within a reasonable time after completion of events and activities

Outreach

- Communicate with local partner organizations to publicize UP events and resources
- Attend LTRG and VOAD/COAD meetings and events as directed by senior leadership

Development

- Gather and maintain updated statistics, stories, quotes, and photographs to document activities for Impact and Grant Reports

Other Duties

- Monitor and respond to inquiries from survivors and/or partners in coordination with other UP staff members
- Support training and deployment of professional volunteers for events and projects in Los Angeles as approved by the Executive Director
- Track current issues, suggest website updates and enhance claim help library (ongoing)

Perform additional duties as assigned.

INTERACTION

This position will interact closely with the Executive Director, Senior Program Officer, other UP staff and and volunteers, retained or affiliated contractors and partner organizations

WORK SCHEDULE

- Full-time, 40 hours per week, Monday through Friday
- Requires morning, afternoon, and occasional evening availability any day of the week, including weekends
- Travel as needed, includes reimbursable expenses according to company policy.
- Required to work a schedule determined by supervisor but may be changed by management based on the needs of the organization
- Requests for scheduled time off require advanced notification and approval by supervisor

SUPERVISORY RESPONSIBILITIES

This position is not responsible for supervising staff.

SALARY RANGE AND BENEFITS

The salary range for this position is \$85,000 - \$90,000 annually. This full time position includes health, vision, dental, and life insurance benefits. Holiday, sick, and vacation time provided on an accrual basis.

EDUCATION/YEARS EXPERIENCE

Beneficial experience includes:

- Previous legal services or civil litigation experience related to contracts, insurance and/or personal finance matters. Prior insurance and/or disaster recovery related legal experience preferred.

- Demonstrated commitment to social justice, with a desire to increase access to justice for disaster survivors and achieve results
- Experience with public speaking and/or persuasive writing

LICENSES/CERTIFICATIONS

Juris Doctor degree from an accredited law school. Licensed and admitted to practice law in the State of California. Minimum of two years of experience as a practicing attorney in California with a law firm, legal aid or other established non-profit organization.

KNOWLEDGE, SKILLS AND ABILITIES

- Must have superb verbal, written, spelling and grammar skills
- An ability to work collaboratively with colleagues and stakeholders
- Ability to communicate respectfully and effectively with a diverse client population and maintain sound working relations with fellow staffers, volunteers and partner organizations
- Demonstrated experience working independently, prioritizing tasks and problem-solving
- Demonstrated experience managing multiple deadlines and working effectively under pressure
- Interest in consumer protection/insurance law/disaster law/public policy.
- Ability to travel to participate in events and workshops.
- Demonstrated ability to analyze and interpret quantitative information
- Advanced knowledge of Apple operating systems, Microsoft Office applications and Google Workspace

PHYSICAL, MENTAL & ENVIRONMENTAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Must have the physical ability to sit for long periods of time, stand, walk, bend, kneel and uses hands, arms and legs for dexterity and balance on a frequent basis
- May be subjected to adverse conditions, including contact from hostile people
- Low to moderate exposure of unpleasant and noxious fumes, odors, dust, temperatures, noise, and inclement weather
- Occasionally lifting and/or carrying objects weighing up to 30 pounds
- Ability to pull and push objects including file drawers, computers and office equipment
- Ability to execute tasks and projects that require good memory, concentration, analytical thinking and communication skills
- Able to perform the safe operation of a vehicle, office equipment, and machines, and recognize and abate safety hazards within the workplace
- Must be able to hear, see including distinction of colors, read and communicate verbally and in writing frequently with a wide range of people from divergent socioeconomic backgrounds and origins

TO APPLY: Send a resume, cover letter and two writing samples to Candace Fong, Candace@uphelp.org