

JOB ANNOUNCEMENT: Civil Rights Attorney for CAIR-Washington

OVERVIEW:

Title: Civil Rights Attorney

Job Type: Attorney

Schedule Type: Full-Time

Practice Areas: Civil Rights/Civil Liberties (Religious Freedom), Employment, Immigration, National Security, Open Government, Police Practices and Corrections

Location: Seattle, WA

The Position/Role: The Washington state chapter of the Council on American-Islamic Relations (CAIR-WA) is seeking a full-time Civil Rights Attorney with a demonstrated commitment to public interest advocacy and serving diverse communities. CAIR-WA is a chapter of the largest Muslim civil rights and civil liberties organization in the United States. For over 20 years, CAIR has represented countless clients who have been victims of discrimination and harassment, served as the voice of the American Muslim community in the media, and worked to challenge Islamophobia on the local level through interfaith outreach and promoting civic engagement.

We are looking for a motivated individual with experience and interest in many different types of public interest law who will be expected to identify, strategize, and use creative legal and grassroots advocacy solutions to address systematic issues facing the American Muslim community. This individual will assist the Civil Rights Director in growing the department and forging alliances and coalitions with other local legal and civil rights organizations and attorneys. This individual will be responsible for triaging intakes and, with the assistance of civil rights team members, referring out clients as necessary, and potentially serving as co-counsel for limited litigation based on capacity and need.

Time Commitment: Full-time with occasional evenings and weekends required.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Conduct intakes and investigate legal claims through effective communication with a diverse community
- Perform in-depth legal research related to cases and anticipated cases
- Legal writing including, but not limited to, drafting complaints, letters, and memos
- Communicate with outside parties such as attorneys, employers, law enforcement agents, administrative agencies, etc.
- Work to educate and empower diverse community members on their rights through community presentations and material distributions

- Grow legal and civil rights contact network
- Coordination with CAIR National Civil Rights team and other civil rights organizations as necessary
- Travel for outreach including participating in community events and coalition meetings
- Drafting policies
- Other duties as assigned

All CAIR-WA staff are required to assist in general duties such as answering phones, weekly outreach, fundraising, and other office tasks.

REQUIRED QUALIFICATIONS:

- Law degree from an American Bar Association accredited school
- Washington State Bar admission (Note: Bar admissions any federal court also highly desirable)
- Strong time management skills with a demonstrated ability for meeting deadlines
- Comfort working productively in a fast-paced, team-oriented environment
- Excellent oral and written communication skills including public speaking experience
- Experience working with people from diverse cultural and socio-economic backgrounds
- Familiarity with Muslims and Islamic cultures
- High degree of self-motivation and creativity
- A strong commitment to civil rights and CAIR's mission
- Basic computer proficiency including knowledge of MS Office and MS Outlook
- Preferred: experience in civil rights/civil liberties, employment, national security, open government, police practices, corrections, immigrants' rights, and/or other areas of public interest law
- Preferred: Bilingual abilities in Arabic, Urdu, or Somali
- Preferred: 2-3 years of experience in a legal environment

COMPENSATION:

- Compensation commensurate with skills and experience
- Generous benefits package includes medical insurance, holidays, vacation, and sick leave

- BAR membership, CLE funding support, and malpractice insurance

TO APPLY:

Please send (1) a cover letter discussing your interest in the position, (2) your resume, (3) a brief example of your legal writing, and (4) the names and contact information of three references, to: civilrights@wa.cair.com with the subject line "Civil Rights Attorney".

APPLICATION DEADLINE:

Review of applications will begin immediately. Deadline for applying is March 23, 2018.

CAIR-WA is an equal opportunity employer.