

The Unemployment Law Project is seeking a full time legal assistant to work in person in the downtown Seattle office. The workplace strictly follows COVID-19 safety guidelines. The Unemployment Law Project provides free legal advice and representation to people who have been denied Washington State unemployment benefits.

Primary duties include answering incoming calls, updating call logs, conducting intake interviews, scheduling, and assisting attorneys.

Qualifications:

- *Excellent people skills
- *Organization experience
- *Basic computer proficiency
- *Cross cultural competency
- *Multiple language skills desired, but not required

The job is a union position. Starting \$21.63 per hour plus benefits including medical coverage and paid leave.

Send resume and cover letter to John Tirpak, Executive Director, at jtirpak@ulproject.org. Position will be open until filled.