



Northwest Justice Project

401 Second Ave S. Suite 407
Seattle, WA 98104
Tel. (206) 464-1519
Fax

Toll Free 1-888-201-1012
www.nwjustice.org

César E. Torres
Executive Director

Job Announcement Legal Media Coordinator

Northwest Justice Project (NJP) is the largest publicly funded civil legal aid organization in Washington with 19 offices located throughout the state providing legal services to low income persons and their communities. NJP is hiring a Legal Media Coordinator in our Seattle office. This position will assist NJP's Legal Media Team in maintaining a large library of legal-education content for print and multi-media and on the Washington LawHelp (WLH) website.

The Legal Media Coordinator will initially report to the Director of Administration, transitioning to the Client Resource Manager when that position is filled.

RESPONSIBILITIES

As a member of the Legal Media Team, the coordinator will help coordinate team projects and provide administrative and clerical support to the Client Resources Manager and the Legal Media Team.

- Formatting of publications and self-help packets using Microsoft (MS) Word
- Formatting of translations of all publications and forms using MS Word
- Maintenance of web-based resources using HyperText Markup Language (HTML)
- Conversion of translated resources to HTML
- Conversion of publications and self-help packets to PDF for websites
- Prompt triage and response to WLH user feedback and inquiries
- Regular review and update of all external links on WLH
- Regular review and update of organization directory on WLH
- Maintenance of a tracking calendar system for regular update of legal education content
- Maintenance of library of publications for advocates in Legal Server
- Maintenance of a print publication and video request form system
- Assist in arranging, preparing, and attending community outreach and education events
- Clerical, administrative, and other tasks as assigned.

QUALIFICATIONS

- Experience with or ability to learn HTML and other website management tools
- Bilingual in English and Spanish preferred
- Intermediate to advanced knowledge of Microsoft Office applications including Word, Excel, Outlook, PowerPoint, SharePoint, OneDrive
- Ability to learn new software applications as needed
- Strong organizational and time management skills; ability to successfully balance and prioritize multiple duties and with competing deadlines
- Track record of successfully reaching and achieving new challenges and goals
- Detail-oriented and accurate
- Excellent written and verbal communication skills electronically, telephonically, and face to face
- Demonstrated cultural competence and sensitivity in working with diverse clients, communities, and colleagues
- Passion for NJP's mission and commitment to social justice and race equity
- Ability to work within a team environment as well able to function and produce work independently

NJP has an organizational commitment to fight racism and to incorporate equity and inclusion in both the work we do and work environment we create. All staff are expected to uphold this commitment and approach their role with a desire to learn and grow in this area.

Salary Range: Starting salary is based upon years of experience, with an annual salary range starting at \$42,392. We offer a comprehensive benefits package which includes 100% paid employee health premiums and significant premium shares for family health premiums, as well as generous time off.

Hours of Work: Typical Working Hours are 9:00-5:00, Monday through Friday.

TO APPLY: Interested candidates should send a cover letter and current resume to Victoria Hester at resume@nwjustice.org. Email subject line should clearly reference "Legal Media Coordinator". Cover letter should include description of relevant experience including personal or professional engagement with low income and diverse communities.

Application Deadline: February 12, 2020

NJP is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. NJP actively promotes mutual respect, acceptance, teamwork and productivity. NJP is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, gender identity, gender expression, sensory, mental or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application or interview process or for more information about the project should contact Victoria Hester at 206-707-0998.