

Unemployment Law Project

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POSITION ANNOUNCEMENT MANAGING ATTORNEY-SPOKANE OFFICE

The Unemployment Law Project (ULP) seeks a full-time Managing Attorney responsible for all case oversight and operational duties of the Spokane Office. ULP is a non-profit law firm committed to preventing economic insecurity by providing representation and counsel to Washington workers who have been denied unemployment benefits or whose award of benefits is being challenged.

Salary DOE plus benefits. Send letter of interest and resume to John Tirpak at jtirpak@ulproject.org. Open until position filled.

Qualifications:

- Licensed attorney in Washington state or willing to take February 2019 bar exam.
- At least 3 years of legal experience. Experience in public benefits and administrative law a plus.
- Desire to represent low income and marginalized populations.
- Strong ability and interest in training, supervising, providing effective feedback and working closely with law students.
- Excellent communication skills with clients, students, judges, community partners and working remotely with Seattle office.
- Excellent writing and editing skills and ability to provide effective feedback on work product in a timely manner.
- Strong time management and resource allocation skills in a fast paced office environment.
- Willingness to coordinate with Seattle office on planning an annual event for Spokane office.

Primary responsibilities:

Volunteer/Staff Management

- Recruit, interview, and hire law student and attorney volunteers, approximately 3 times per year.
- Participate in law school career fairs/public service events.
- Communicate with law school personnel and comply with law school requirements for externships, public interest interns and Thomas More scholars
- Train and supervise volunteers/staff to handle intake, represent claimants at administrative hearings and prepare Petitions for Review.

- Coordinate with Seattle office regarding volunteer/staff schedules and workloads.
- Provide volunteer recognition activities and write letters of recommendation, as warranted.

Case Management

- Coordinate with Seattle office on case tracking, hearing and appeals calendar.
- Review all case files assigned to the Spokane office, conference with volunteers/staff about case preparation, review direct, exam, cross-examination, closing argument, answer questions, observe hearings during training orientation of new students/staff/volunteers, provide feedback as required.
- Review and edit all Petitions for Review drafted by the Spokane office.
- Handle administrative hearings, draft Petitions for Review, and argue cases for judicial review in Superior Court and Court of Appeals, as needed.

Intake/Helpline

- Review intakes, provide feedback as necessary, and assign cases for hearings or Helpline calls.
- Provide Helpline advice and counsel. Answer office phone and provide referrals and assistance as needed.

Office Administration

- Communicate with Community Building management about tenant issues and participate in building meetings and activities, as required/appropriate.
- Maintain regular communication with Seattle office.
- Purchase office supplies, maintain computer system/equipment, recycle/shred documents, as needed.

Outreach/Fundraising

- Handle outreach to Eastern WA region, including to underserved surrounding counties.
- Identify and contact local service/government agencies/unions to inform them about our services, provide written materials and make presentations as requested.
- Comply with outreach initiatives or other projects under specific grants as required.
- Canvass and identify potential grant opportunities for Spokane office; work with Seattle office on grant proposals as necessary.
- Draft articles for ULP newsletter, as requested.

Access to Justice Coalition

- Represent ULP at ATJ regional planning in Spokane.
- Participate in regional ATJ committee work, including 2019 ATJ conference in Spokane, as appropriate.
- Collaborate with ATJ partners in delivery of legal services for Spokane/Eastern WA region.