



## Job Announcement Staff Attorney - Various Locations

NJP is receiving new funding through the Office of Civil Legal Aid's Civil Justice Reinvestment Plan. As a result, NJP is able to increase its staff capacity through the addition of new staff attorney positions located throughout Washington State. The positions to be added are designated for the following offices:

- Aberdeen (2)
- Bellingham (Skagit County)
- Everett
- Kitsap
- Tri-Cities
- Vancouver

NJP seeks applications from qualified attorneys committed to supporting our mission in the offices listed above. Experience in affirmative litigation in state or federal court and experience in addressing systemic issues is a plus. Significant civil legal aid and related advocacy experience is also preferred. Applicants should be culturally competent and have demonstrated experience working with low-income client communities, communities of color, limited English speakers and persons with disabilities.

Demonstrated experience and/or connection to NJP's client communities is preferred. Northwest Justice Project is especially interested in qualified candidates with professional, personal and/or service experience that allows them to contribute to and support the legal aid community's commitment to race equity. Must be willing to be engaged with the community to be served.

### **JOB DUTIES:**

The staff attorney will undertake a range of duties including, but not limited to:

- Work collaboratively with their office teams to provide day-to-day legal assistance and direct representation to eligible clients referred to the office in all relevant forums, including state, federal, administrative agencies, and appellate courts.
- Use strategic methods and a broad range of advocacy tools in multiple forums to address high priority client needs, with particular focus on legal needs of persons and groups that experience special barriers to accessing civil legal services, including immigrants, youth, seniors, disabled persons, and other groups.

- Develop collaborative working relationships with a statewide network of advocates working on similar issues throughout the state and participate in advocacy task forces or work groups to address systemic issues that affect seniors, low-income persons, and communities in Washington.
- Engage with client community members and organizations, participate in legal education events for client groups, social and human services providers, engage with justice system stakeholders, and serve as a resource to other advocates on areas of current or acquired expertise.
- Utilize NJP's case management and timekeeping systems and comply with all applicable regulatory requirements and reporting needs.
- Support the work of NJP partners including the local volunteer lawyer program, private attorneys, programs serving the needs of unrepresented litigants, other legal aid providers and interested parties and organizations addressing the legal needs of low-income persons.

**Minimum Qualifications:**

- Member of the Washington Bar, willing and able to take next bar exam, or if licensed in another state, able to gain admission by motion.
- Strong oral and written communication skills
- Demonstrated competence in working with diverse individuals and communities
- Commitment to providing civil legal services to the poor
- Ability to collaborate effectively with other advocates, service providers and client groups
- Ability to work with a diverse group of clients and colleagues
- Demonstrated cultural competence with immigrants, persons of color and other diverse communities
- Ability to travel within the service area
- Attention to detail and willingness to develop and maintain systems to facilitate grant reporting and compliance requirements.

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.

**COMPENSATION:**

Starting salary is based upon years of experience, with an annual salary range starting at \$62,233 to \$118,185. 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:** NJP's typical client office hours are 9:00 – 5:00, Monday through Friday. Attorney positions are exempt and those in the position are expected to work the hours needed to meet the professional responsibilities.

**To Apply:** Submit a letter of interest, current resume and writing sample to Victoria Hester at [attorneyresume@nwjustice.org](mailto:attorneyresume@nwjustice.org). Cover letter and email subject line should clearly reference "Staff Attorney- (insert location)." Cover letter should include description of any experience, personal or professional, with low income or other marginalized communities. A separate application should be submitted for each location of interest. The Northwest Justice Project is especially interested in qualified candidates who has professional, personal and/or service experience which allow them to contribute to and support the legal aid community's commitment to race equity.

**Closing date: March 6, 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.*