



Position Announcement

TAF Project Manager /Attorney

The Northwest Justice Project (NJP) is looking for a self-motivated Project Manager to manage the conversion of State of Washington's family law forms to online document assembly using Hot Docs or a similar platform.

NJP is a not-for-profit law firm that provides free civil legal services to address barriers and promote justice for low-income persons throughout the state. The Washington State Technology Assisted Forms (TAF) Project will create an online platform for family law litigants without lawyers to identify, complete and file appropriate forms in the appropriate court to initiate and complete basic family law cases. The TAF Project Manager will work closely with an already active TAF Project committee on the forms themselves as well as marketing the end product. The successful candidate will work directly with committee attorneys and contracted technical staff to ensure deliverables fall within the applicable scope, budget and timelines. They will coordinate with contractors to ensure all aspects of each project are compatible with existing systems.

NJP is looking for a creative and dedicated individual who is able to work within our collaborative culture. If you enjoy working with other professionals who believe in creating innovative solutions to access to justice barriers, we encourage you to apply. This is a benefitted, full-time grant funded position anticipated to last 24 months with the chance of extension. Location is yet to be determined, but will be in one of NJP's existing offices.

Responsibilities and Duties

- Meet with partners/contractors to develop system specification documents and timelines for each project
- Manage design teams, subject matter experts, and other stakeholders effectively
- Track project performance, specifically to analyze the successful completion of short- and long-term goals. Prepare and present status reports to the TAF committee, applicable Northwest Justice Project staff and key stakeholder entities.
- Meet budgetary objectives and adjust project constraints based on financial analysis
- Develop comprehensive project plans to be shared with stakeholders as well as other staff members
- Work with the content contractor on development of interview questions
- Use and continually develop leadership and project management skills

- Arrange for client testing throughout the process

Skills and Qualifications

- Experience managing a large, lengthy project involving multiple parties
- Law degree
- Experience in family law a plus
- Must be able to anticipate, identify and manage project risks
- Competence using Microsoft Office Suite (Word, Excel, PowerPoint)
- Should be comfortable and competent with online project management tools
- Excellent communication skills

SALARY: Salary is dependent upon experience. NJP offers an attractive benefits package, including medical, dental and disability coverage in addition to a law school loan assistance program.

TO APPLY: Please submit cover letter and resume to Karen Holland at karenh@nwjustice.org. Resume and cover letter should reflect prior relevant work experience. NJP is very interested in candidates who are able to demonstrate a commitment to serving low-income persons including any experience, personal or professional, with low income or other marginalized communities.

Application deadline: April 13, 2017.

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, 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 Karen Holland at (206) 707-0802.