



# Northwest Justice Project

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César E. Torres  
Executive Director

## Job Announcement Temporary Public Legal Education Content Editor

The Northwest Justice Project (NJP) is Washington's largest legal aid program, interacting with more than 20,000 applicants and clients each year. In addition to direct representation of clients, NJP pursues its mission of Combatting Injustice, Strengthening Communities and Protecting Human Dignity by providing many self-help resources to those in need of legal assistance. NJP has a large web presence with the very active WashingtonLawHelp.org (WLH) and NJP's YouTube channel.

NJP is adding a temporary position for a third Legal Content Editor. This position will work with other Legal Media Team staff in creating, updating, and disseminating content in all media: WLH, YouTube, Facebook and print.

The Legal Content Editor will report to the Senior Managing Attorney for Client Access and the Director of Administration until a Client Resource Manager position is added under NJP's Organizational Redesign.

This is a temporary 6-month full-time position.

### **GENERAL JOB DUTIES:**

The Legal Content Editor will work as part of the Legal Media Team staff in creating, field-testing, updating, and disseminating content in all media including, but not limited to Washington Law Help (WLH), YouTube, Facebook, and print. Other team members include a Website and Publications Manager and two Public Legal Educational Content Editors in addition to a Coordinator offering support. This Editor position will concentrate primarily on creating and updating publications and materials in the Housing area.

### **The Legal Content Editor will:**

- Create and update print and web content to keep up with legal education content demands of a growing population and increasing reliance on web-based self-help resources
- Work with the team in developing new multi-media and video legal education materials to meet our diverse communities' changing technological usage, including textual/visual

graphics, video, interactive lessons, game learning, and mobile-compatible user experiences

- Work with the Legal Media Team to help improve readability and accessibility of online content
- In collaboration with the Communications Director, respond quickly to emails and social media messages/posts to triage emergent issues, contact those who need information, and curate public comments and posts
- Will take part in relevant trainings and Task Force participation, as well as public legal educational skills in order to stay up to date with all areas of substantive law relevant to NJP's clients
- Will conduct research including substantive legal topics, public education, social media and web usage and field-testing
- Work with advocates and advocacy teams to create case, project specific materials, and maximize advocacy opportunities and efforts
- Ensure all NJP materials are culturally appropriate, accessible, and user-friendly for a wide audience of people

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.

### **QUALIFICATIONS**

- Must be a licensed attorney with some expertise in housing law or ability to learn quickly
- Experience in writing legal information in plain language necessary
- Must have the ability to learn and translate substantive law text into plain language as relevant to NJP's clients
- Strong interpersonal skills and ability to interact effectively with individuals throughout the organization and nationally
- Proficiency in using Microsoft Office Suite
- Accurate and attentive to detail with high degree of organization
- Excellent verbal and written communication skills
- Strong technology literacy
- Previous experience with legal research in both print and web sources

**COMPENSATION:**

Starting salary is based upon years of experience, with an annual salary range of \$63,233 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.

**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 "Temporary Legal Content Editor." Cover letter should include description of any experience, personal or professional, with low income or other marginalized communities. **Northwest Justice Project is especially interested in qualified candidates whose professional, personal and/or service experience allow them to contribute to and support the legal aid community's commitment to race equity.**

**Application deadline:** Applications will be considered as they are received and until the position is filled.

*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 should contact Victoria Hester at (206) 707-0998.*