

Bilingual Associate Attorney Position

Sunlight Law, PLLC is currently considering applicants for the positions of Bilingual Associate Attorney (“Associate”). To apply please submit your resume, cover letter and a 3-10 page legal writing sample to info@sunlightlaw.com by June 29, 2020 at 5pm and have the subject line read "Bilingual Associate Attorney." Please have your cover letter be in English and in Spanish. If you have been enrolled in school within the last two years, include an unofficial transcript.

Our firm focuses on personal injury, employment discrimination and civil rights litigation on behalf of the plaintiff. Our mission is to stoke justice, equality and peace by providing our clients with the highest quality legal services. Specific responsibilities include:

- Conduct intakes with potential clients.
- Represent clients in evaluation, negotiations and litigation of their case.
- Manage client files by establishing definite goals and deadlines.
- Research, draft and file pleadings for clients.
- Litigate client cases in federal and state courts throughout Washington State.
- Communicate with client's and team members to advance assigned cases.
- Obtain, organize and summarize client medical, employment, and other records to advance assigned cases.
- Track and log billable hours and prepare client billings.
- Enroll the help of legal assistants, paralegals, witnesses and experts.
- Marketing in the form of networking events and social media participation to stay connected to our community, current client's and potential clients.
- Embody the highest ethical, professional and work ethic standards in furthering our client's goals and our firm's mission.
- Help supervise and lead other team members as needed.
- Conversational in Spanish language.
- Upholding Sunlight Law's mission.

Associates are expected to serve about 20-50 clients at a time (this number may

vary depending on the type of cases). Associates receive a starting annual salary of \$50,000.00 plus performance based bonuses (10-40% of the associate's fees earned by associate depending on experience), and 2 weeks of PTO. After the first year of service, the firm matches up to 4% 401k contribution and covers half of associate's health insurance. Associates are required to be members in good standing with the Washington State Bar association. Remote work arrangements considered on a case by case basis depending on firm and client needs. 3Ls and Rule 9 interns are encouraged to apply and could start as a law clerk until obtaining a Washington State bar license. Sunlight Law, PLLC is an equal opportunity employer.