



Northwest Justice Project

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César E. Torres
Executive Director

Job Announcement Staff Attorney – Spokane EXTERNAL

The Northwest Justice Project (NJP) is a not-for-profit law firm whose mission is to secure justice through high quality legal advocacy that promotes the long-term well-being of low-income individuals, families and communities through legal representation, community partnerships, education, and advocacy. NJP seeks applications from qualified attorneys committed to supporting the NJP mission through the work in our Spokane office. This is a full-time position.

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. Applicants must be willing to be engaged with the community to be served.

Candidates should have housing and/or litigation experience. Civil legal aid and related advocacy experience, experience with interdisciplinary collaboration with lawyers, community-based outreach and working within low-income communities is a plus.

Applicants should be culturally competent and have demonstrated experience working with communities of color, limited English, persons with disabilities or others who may experience barriers to accessing justice systems. Washington State Bar Association membership in good standing is required and one to three years of legal practice experience is preferred. Ability to speak a non-English language prevalent in the Spokane County community is a plus.

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.

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.

COMPENSATION: Starting salary is based upon years of experience, with an annual salary range starting at \$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.

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. Due to COVID-19, most staff are currently working remotely.

To Apply: Submit a letter of interest, current resume and writing sample to Human Resources at attorneyresume@nwjustice.org. Cover letter and email subject line should clearly reference “Staff Attorney – Spokane.” Cover letter should include description of any past experience, personal or professional, with low income or other marginalized communities. The Northwest Justice Project is especially interested in qualified candidates who have the professional, personal, and/or service experience to allow them to contribute to and support the legal aid community’s commitment to race equity.

Application Deadline: December 18, 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 Human Resources at (206) 464-1519