



Northwest Justice Project

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Executive Director

Job Announcement Temporary Staff Attorney – Pierce/Kitsap

The Northwest Justice Project (NJP) is a not-for-profit statewide law firm that pursues its mission of **Combating Injustice • Strengthening Communities • Protecting Human Dignity** through legal representation, community partnerships, and education. NJP seeks applications from qualified attorneys committed to supporting our mission through the work of our Tacoma office, serving Pierce and Kitsap Counties.

This is a full-time, fully benefited position with six months' funding from the Office of Civil Legal Aid (OCLA) to expand its capacity to serve those facing housing problems as a result of the COVID-19 emergency. In addition to this temporary opportunity, NJP anticipates the Washington State Legislature will increase its investment in housing justice, enabling NJP to further increase staffing in regular, long term positions. NJP has a long history of filling open position through existing staff, thus there is potential for longer term employment should the funding be received.

The Northwest Justice Project is especially interested in qualified candidates with professional, personal and/or service experience allow 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 Tacoma staff attorney will undertake a range of duties including, but not limited to:

- Work collaboratively with office team to provide day-to-day legal assistance and direct representation to eligible clients referred to the Tacoma and Bremerton offices 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 and participate in legal education events for client groups, social and human services providers, 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.

- Help identify and develop on-line resources for use by attorneys and/or unrepresented litigants on matters within areas of expertise.
- 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.

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:

- Washington State Bar Association membership in good standing, the ability to acquire membership through admission by motion, or ability to take the next Washington bar exam is required.
- Litigation experience, with particular experience in State Courts, tenant's rights, or administrative agencies, on matters related to housing.
- Experience in substantive areas, including housing, foreclosure, or other legal issues that affect low-income communities.
- Demonstrated experience and/or connection to NJP's client communities is preferred.
- Should be culturally competent and have demonstrated commitment or experience working with low-income client communities, communities of color, limited English and persons with disabilities.
- Desire to work in the Pierce-Kitsap region and willingness to travel throughout that regions necessary.

COMPENSATION: Starting salary is based upon years of experience, with an annual salary range of \$64,751 to \$121,022. 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 Human Resources at attorneyresume@nwjustice.org. Cover letter and email subject line should clearly reference "Temporary Staff Attorney – Tacoma." Cover letter should include description of

any past experience, personal or professional, with low income or other marginalized communities.

Application Deadline: Applications will be accepted 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, 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.