



**Pursuing Fair
and Equal Justice**

HOUSING ATTORNEY JOB ANNOUNCEMENT

Eastside Legal Assistance Program (ELAP) has an opening on our legal team. This full-time position will provide legal services to low-income residents of Kirkland, focusing on housing law. This position is funded through a grant.

This is a dynamic opportunity to make equal access to justice in our community a reality. Eastside Legal Assistance Program (ELAP) provides civil legal services to survivors of domestic violence (DV) throughout King County, medical-legal assistance to individuals experiencing health-harming legal issues, assistance to individuals facing eviction or other housing problems in southeast King County, and pro bono legal aid to low-income individuals in Kirkland.

Please read the qualifications (below) carefully. Before applying, you MUST have a current license to practice law in Washington State, you MUST have a passion for equal justice for marginalized communities, and you MUST have the ability to work in a holacratic organization.

RESPONSIBILITIES

- The primary focus of this position will be housing stability; including eviction cases, tenant's rights, housing discrimination, and mortgage foreclosure assistance;
- Evaluating the needs of and advising qualified low-income residents through in-depth client interviews and other methods of fact-gathering (court documents, Judicial Information System ("JIS"), police reports, third parties, etc.);
- Assisting clients with drafting and filing petitions, return hearings, as well as drafting any necessary additional pleadings;
- Monitoring active cases to determine if additional pleadings/filings are necessary to address client safety and stability concerns and whether additional court filings are needed to assure client safety and stability;
- Providing representation of clients for filing of necessary additional petitions or motions, and limited representation in court;
- Coordinating with the ELAP Staff Attorney holacracy to represent clients as efficiently as possible in the fact-gathering and representation process;
- Attending Continuing Legal Education ("CLE") classes and conferences identified as furthering the pursuit of ELAP's Mission as it relates to the Staff Attorney role;
- Representing ELAP at workgroups or other meetings sponsored by agencies in Kirkland Civil Legal Aid communities and the State communities as needed;
- Coordinating with area-wide legal advocates regarding individual client needs in a team atmosphere;
- Regularly appearing in King County Superior and District Courts as needed;
- Performing such other related duties as directed by the Executive Director.

QUALIFICATIONS

- MUST HAVE a current WSBA license in good standing

- Demonstrated practical experience as an attorney, including case management, drafting of pleadings, interacting with the court system, and representation of clients in court.
- Outstanding verbal, written and interpersonal skills
- Intermediate computer knowledge; Legal Server experience a plus
- Collaboration and team building work style
- Self-starter, with ability to work independently and as part of a team
- Ability to problem-solve and utilize available resources
- Enthusiasm for and commitment to the ELAP mission
- Special consideration given to attorneys who have previous experience with housing law issues.
- Fluency in Spanish given special consideration

WORKING CONDITIONS AND WORK HOURS

Work Hours:	Base 40 hours/week
Location:	Office in Kirkland, with a secondary workstation at the main ELAP office in Bellevue
Salary:	\$58,349.50 /year (with step increases indexed for inflation and seniority).
Benefits:	Medical, Dental, Vision, and Life Insurance, 401(k) with match, 12 paid Holidays, plus week between Christmas Day and New Year's off, Vacation, and Sick Leave, bar dues, and full compensated CLEs

Send resume and cover letter to Ngoc Nguyen, Operations Director at ngoc@elap.org. ELAP will start interviewing at the beginning of June. Priority will be given to candidates who apply by June 2, 2021. This posting is open until filled.

Equity and Inclusion

ELAP is organizationally committed to fighting racism and to incorporating equity and inclusion in our advocacy work and our internal systems and work environment. ELAP expects all staff to uphold this organizational commitment and approach their role with a desire to learn and grow in this area. As with all staff, the attorney filling this role is expected to center race equity in their work and support ELAP's goal to operate as an anti-racist organization.

ELAP is an equal opportunity employer and complies with all applicable federal, state, and local laws prohibiting employment discrimination. ELAP promotes mutual respect, acceptance, teamwork and productivity in the workplace. People of color, immigrants, women, LGBTQIA, those with disabilities, mature workers, and other underrepresented and historically marginalized groups are strongly encouraged to apply. ELAP is committed to operating as an organization whose staff, board, and clients are diverse in background, experience, race, color, national origin, gender, age, religious preference, marital status, sexual orientation, gender identity, gender expression, sensory, mental or physical abilities, veteran status, and other qualities that strengthen our work while reinforcing our mission. Individuals needing a reasonable accommodation for the application or interview process or for more information about the project should email Ngoc Nguyen, Operations Director, at ngoc@elap.org.