

FAIR WORK CENTER

**Legal Clinic Managing Attorney
Job Announcement**

Fair Work Center Program Description

The Fair Work Center is seeking a Managing Attorney for its Legal Clinic.

The Fair Work Center is a hub for workers to understand and exercise their workplace rights, improve working conditions, and connect with community resources. The Fair Work Center offers a civil legal aid clinic, operated in partnership with Seattle University and the University of Washington schools of law. We also represent workers in administrative actions and state and federal court litigation. The Managing Attorney would be responsible for the operation of the Clinic, directing the work of the two Staff Attorneys and an Administrative Assistant and managing the litigation docket. The Managing Attorney will also be an affiliate faculty member at Seattle University School of law and will assist in the teaching and supervision of law students.

The Fair Work Center works in partnership with its sister organization, Working Washington. Working Washington organizes workers to raise wages, improve labor standards, and change the conversation about wealth, inequality, and the value of work.

Job Description

Reports to: Legal Director, Fair Work Center

Supervises: The Managing Attorney supervises two Staff Attorney(s) and one Administrative Assistant.

Overtime Status: Exempt from overtime as professional.

Managing Attorney Duties:

Clinic Management

Under the direction of the Legal Director, the Managing Attorney will be responsible for the day-to-day functioning of the Legal Clinic.

- The Managing Attorney will work in partnership with the Legal Director to set the strategic direction of the Legal Clinic by identifying priorities and strategies among industries, regions and/or legal issues.
- The Managing Attorney will maintain best practices for law firm management.

- The Managing Attorney may serve on the organization's leadership team.

The Managing Attorney will coordinate and oversee the work performed by the Legal Clinic staff, including:

- Overseeing client consultations, ensuring the quality and timeliness of information provided;
- Providing support and oversight to the individual litigation portfolio of each Staff Attorney
- Identifying, developing and recommending to the Director potential cases for litigation;
- Supervising and co-counseling with staff attorneys as needed on individual cases;
- Overseeing case management procedures and technology; and
- Ensuring ethical compliance and law firm best practices.

Individual Representation

The Managing Attorney will design and implement litigation, policy and other advocacy approaches to achieve the Legal Clinic's goals.

The Managing Attorney will establish and maintain co-counsel arrangements with outside attorneys.

The Managing Attorney will maintain an active docket of cases, focusing on pre-litigation negotiation, and state and federal court litigation.

The Managing Attorney will provide technical support and analysis to legislative and regulatory efforts.

Qualifications

- Demonstrated commitment to economic, racial and social justice;
- Admission to the bar in Washington, or ability and willingness to obtain admission in Washington as soon as possible;
- Five years of practice in employment, labor and/or immigration law;
- Experience in a management and/or supervisory position(s);
- Demonstrated ability to work collaboratively in a multidisciplinary team;
- Excellent legal analysis and writing skills;
- Proficiency in Spanish, Vietnamese, or Somali or other language desired;
- Experience working with labor organizations or workers centers is a plus.

Compensation. The salary range is \$70,000 - \$80,000 per year, depending on experience, along with generous health, retirement and leave benefits.

Application: Please send your letter of interest, resume, three references, and legal writing sample to: Elizabeth Ford, Legal Director, Fair Work Center, Liz@fairworkcenter.org or by U.S. mail at 116 Warren Avenue North, Seattle, Washington 98109.

We will accept applications submitted by close of business on January 4, 2019. But please try to get your application as soon as possible.

If you need disability, language or other accommodation in the application process, please contact Elizabeth Ford.

The Fair Work Center is committed to a policy of pluralism and equal opportunity in an environment free of barriers and discriminatory practices for its client communities, Board and staff. Pluralism refers to the active promotion of mutual respect, acceptance, teamwork and productivity among people who are diverse in work background, experience, education, race, color, national origin, sex, age, religious preference, marital status, sexual orientation, sensory, mental and physical abilities, veteran status, or any other perceived differences. The resulting diversity is both a source of program strength and a matter of fundamental human fairness.