



## Deputy Director of Advocacy

Full time  
Kennewick, Olympia, Seattle,  
Wenatchee, Yakima

columbialegal.org

### Who We Are

Columbia Legal Services is a legal advocacy organization that advances social, economic, and racial equity for people living in poverty. We hold government agencies, institutions, and other actors accountable to address the root causes of racism and their manifestation in unfair treatment and inequitable access to resources, power, and opportunities based on race. We focus on dismantling unfair systems of mass incarceration and immigration. We believe that communities should have a voice in the creation and implementation of the policies, laws, and legal systems that impact them.

We are committed to an environment of mutual respect, collaboration, and equal opportunity for all employees, and strongly encourage applications from people of color, immigrants, people who have been affected by mass incarceration, and other underrepresented and historically marginalized groups. We believe in building and sustaining an organization that is reflective of the communities we serve, and is diverse in work background, experience, education, race, color, national origin, sex, age, religion, marital status, veteran status, sexual orientation, gender identity, ancestry, national origin, or sensory, mental and physical abilities. We believe that the resulting diversity is both a source of program strength and a matter of fundamental human fairness.

### Position Summary

Columbia Legal Services seeks a full-time **Deputy Director of Advocacy** to serve on our statewide advocacy team and lead our body of work **Promoting Immigrant Equity**. Our **Deputy Director of Advocacy** position supervises and advances systemic, multi-forum legal advocacy and community engagement to dismantle the structures that perpetuate poverty, racism, and other injustices in Washington. This position may be based in any of our offices, with a strong preference for Kennewick, Wenatchee, or Yakima.

Responsibilities include:

- Lead and coordinate advocacy that advances our organizational mission, vision, and values.
  - Responsible for leading an advocacy table that develops and advances strategic advocacy initiatives, particularly those promoting immigrant equity.
  - Work with other members of the Advocacy Coordination Team to implement and advance race equity, identify community priorities, and ensure that litigation and policy work is community-driven.
  - Serve as lead counsel, co-counsel, or advisor on litigation or related advocacy as workload permits and provide substantive expertise to advocacy teams.

- Coach advocates to develop skills in race equity analysis, systems thinking, and community-led movement lawyering.
- Cultivate and maintain key external partnerships, including with law firms, cooperating attorneys, allies and partner organizations, key funders, board members, coalitions, and the media on a state and national level.
- Serve as primary supervisor for assigned attorneys and legal professionals.
  - Supervise and support one of the Assistant Deputy Directors of Advocacy and regularly meet with other advocacy leaders in the organization to coordinate work and support each other in supervision.
  - Actively advance the professional development of assigned staff by creating individual professional development plans and seeking out opportunities to further those plans.
  - Participate in ongoing training on supervision, management, and leadership, as well as conflict resolution and restorative justice practices, and utilize these skills in their supervisor duties.
- Work with the Leadership Team to advance strategic, organization-wide initiatives.
  - Assist in the development and implementation of CLS policies and procedures.
  - Provide input into CLS's annual operating budget with a focus on litigation and advocacy needs.
- Work with the Director of Advocacy to create institutional and operational supports for advocacy through partnerships.
  - Work with external law firms and in-house counsel to place and coordinate volunteer opportunities and to craft litigation and policy projects.
  - Participate in messaging, media strategy, and other communications to ensure use of these tools in all aspects of advocacy.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and others may be assigned.

## Qualifications

- Law degree and license to practice in Washington, or ability to take the next Washington bar exam.
- A minimum of five years of litigation and multi-forum advocacy, with at least one year in a supervisory role.
- Lived or other demonstrated meaningful and sustained experience with people living in poverty, people of color, immigrant, or indigenous communities or the criminal legal system.
- Humility, humor, and flexibility.
- Commitment to confronting, exposing and dismantling all forms of structural bias and oppression.
- Demonstrated initiative and creativity, including ability to master new legal areas, operate at a high advocacy level, and consider multi-forum advocacy approaches.
- Excellent written and oral communication, research, negotiation, and analytical skills.
- Commitment to continuous learning and openness to new ideas.
- Ability to lead a team effectively, prioritize responsibilities, and meet deadlines on time-sensitive projects.

- Understanding of the importance of self-care, and a willingness to take breaks and vacations.
- Ability to travel occasionally around the state to attend meetings, engage with community, and supervise staff.
- Complex litigation or class action experience a plus.
- Proficiency in Spanish is preferred for this position; other language skills relevant to our client communities are a plus.

## Compensation

This full-time, exempt position is a management role and is not eligible for representation by Washington Legal Workers, our in-house labor union. Salary is commensurate with years of experience and is based on a scale. The expected salary range for this position is \$66,079 (5 years) to \$100,438 (25 years). This position receives a \$10,000 annual stipend on top of a regular annual salary. We also offer a competitive and comprehensive compensation package with generous paid time off for 15 paid holidays, 21 paid vacation days, 12 sick days, and between 3 and 5 personal days each year, as well as paid parental and family medical leave benefits and a partially-paid sabbatical every 7 years. We pay 100% of employee premiums for excellent health, vision, and dental benefits plus 50% of the maximum out-of-pocket deductible and offer heavily subsidized family premiums. We also offer a 403(b) retirement benefit with employer contribution and a match, disability and life insurance, a subsidized transit pass, and an employee wellness program.

## To Apply

Send a cover letter, resume, 5-10 page writing sample, and completed [Equity Statement](#) in PDF format to [careers@columbialegal.org](mailto:careers@columbialegal.org). Please make **Deputy Director of Advocacy** your subject line. We accept applications on a rolling basis, with priority given to those received before December 13th. CLS will contact you only if we decide to pursue your application. If you need a reasonable accommodation for the application process, please contact the above email.