



**Job Announcement**  
**Bilingual Staff Attorney - CLEAR Program**  
(Coordinated Legal Education, Advice, and Referral)

Northwest Justice Project (NJP) is a not-for-profit statewide law firm with a mission of combatting injustice, strengthening communities, and protecting human dignity. NJP secures justice for people in or near poverty 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 other advocacy.

NJP seeks a full-time bilingual staff attorney to work at CLEAR, our telephone-based legal aid and referral unit. "CLEAR" stands for Coordinated Legal Education, Advice, and Referral, and CLEAR advocates handle many kinds of civil legal problems, providing advice over the phone, some unbundled services, and referrals where available. CLEAR attorneys serve as part of a statewide team of legal aid advocates who work cooperatively to provide legal assistance to the State's indigent population. Litigation experience is a plus, though this is not a litigation position. NJP is especially interested in qualified candidates whose professional, personal and/or service experience allows them to contribute to the diversity and excellence of the legal services community.

All NJP attorneys work as part of a comprehensive, statewide equal justice delivery system to ensure that low-income people have access to the legal help they need.

The assigned office location is flexible. (Aberdeen, Bellingham, Everett, Longview, Port Angeles, Seattle, Tacoma, Vancouver, Yakima) A hybrid or remote schedule may be considered if the person hired is eligible under NJP's Telecommuting Policy. Occasional travel will be necessary for meetings/trainings.

NJP requires all employees to be vaccinated and boosted against COVID-19. Providing proof of COVID-19 vaccine is a condition of employment. Exemptions based on medical and sincerely held religious beliefs may be requested per NJP's EEO employer policy.

**JOB DUTIES:**

- Conduct client interviews by phone;
- Provide advice and, as appropriate, brief service, which may range from ghostwriting a letter to negotiating a resolution on the client's behalf;
- Use NJP's case management software for contemporaneous recording of client information and case notes, conflict checking, case management, and identifying appropriate referrals;

- Maintain familiarity with areas of civil law affecting the low-income population of Washington;
- Engage with partners in the legal services delivery system;
- Help develop self-help and legal education materials for the client community;
- Support the work of peers in a collegial environment;
- Communicate about any matters relating to program integrity and the equal justice needs of the client community, including program priorities and delivery system concerns.

NJP has adopted the Washington Race Equity and Justice Initiative (REJI) and is organizationally committed to fight racism and to incorporate equity and inclusion in our advocacy work and our internal systems and work environment. NJP expects all staff to uphold the REJI commitments 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 reciprocity, or the ability to take the next Washington bar exam is required;
- Must be bilingual in Spanish and English
- Prior experience in the practice of poverty law or equivalent experience;
- Strong interviewing skills and ability to work under pressure with clients in crisis;
- Technological independence – dependable computer skills and the ability and interest to learn new software applications necessary for the efficient administration of the project;
- Ability to contemporaneously document client intake;
- A desire to work with a diversity of clients and colleagues;
- Demonstrated experience with and/or connection to NJP's client communities is preferred;

**COMPENSATION:** Starting salary is based upon years of experience, with an annual salary range starting at \$73,142 to \$133,712. NJP offers compensation for those who are regularly asked to use a language other than English in their work. We provide a comprehensive benefits package that 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:** Please send your cover letter (should include description of any experience, personal or professional, with low-income or other marginalized communities), resume, and writing sample, to [attorneyresume@nwjustice.org](mailto:attorneyresume@nwjustice.org)

**Application Deadline: April 19, 2024.**

Northwest Justice Project is especially interested in qualified candidates whose professional, personal and/or service experience allow them to contribute to and support the legal aid community's commitment to race equity

*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 preference, 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 the Human Resources Department by calling (206) 464-1519 or emailing [attorneyresume@nwjustice.org](mailto:attorneyresume@nwjustice.org)*