



# Northwest Justice Project

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César E. Torres  
Executive Director

## Job Announcement Staff Attorney – Wenatchee

Northwest Justice Project (NJP) is a not-for-profit statewide law firm with a mission of **Combating Injustice • Strengthening Communities • 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 applications from qualified attorneys committed to supporting our mission through the work of our Wenatchee and satellite Omak and Quincy offices serving Adams, Chelan, Douglas, Grant, and Okanogan counties, in North Central Washington. This is a full-time position.

Northwest Justice Project is interested in qualified candidates with cultural competence and work experience or lived experience with low-income client communities, communities of color, limited English speakers and persons with disabilities. Experience in affirmative litigation in state or federal court and experience in addressing systemic issues is a plus. Civil legal aid and related advocacy experience is preferred. The ideal candidate would be interested and willing to pursue civil litigation in areas including but not limited to housing, consumer protection, family law, public benefits, reentry and health care access.

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

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.

### RESPONSIBILITIES:

The staff attorney will undertake a range of duties including, but not limited to:

- Work collaboratively with all NJP staff to provide day-to-day legal assistance and direct representation to eligible clients referred to the office in all relevant forums, including state, federal, administrative agencies, and appellate courts.
- Use strategic methods and a broad range of advocacy tools 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 veterans, immigrants, youth, seniors, disabled persons, and other groups.

- Develop collaborative working relationships with a statewide network of advocates working on similar issues; 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 members and organizations, participate in legal education events for client groups, social and human services providers, engage with 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.
- Support the work of NJP partners including the local volunteer lawyer program, private attorneys, programs serving unrepresented litigants, other legal aid providers and organizations addressing the legal needs of low-income persons.

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.

**MINIMUM QUALIFICATIONS:**

- Member of the Washington Bar, the ability to acquire membership through admission by motion, or willing and able to take next bar.
- Applicants should be culturally competent to work with low-income client communities, communities of color, persons with limited English skills, and persons with disabilities and/or trauma.
- Experience representing clients in family law or housing law is preferred.
- Bilingual Spanish is a plus.
- Willing and able to travel to engage with people throughout the geographic service area of Adams, Chelan, Douglas, Grant, and Okanogan counties.
- Attention to detail and willingness to maintain systems, including timekeeping and case management, to facilitate grant reporting and compliance requirements.

**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 overtime-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: May 17, 2024**

*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, gender identity, gender expression, 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 or emailing [attorneyresume@nwjustice.org](mailto:attorneyresume@nwjustice.org)*