



## Northwest Justice Project

### **Job Announcement Staff Attorney – Spokane Office**

Northwest Justice Project (NJP) is a not-for-profit law firm with a mission of **Combatting 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 the NJP mission through the work in our Spokane Field Office. The main Spokane office also has satellite offices in Colville and Pullman.

Applicants should be culturally competent and have demonstrated experience working with low-income client communities, communities of color, limited English speakers and persons with disabilities. 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. Experience in affirmative litigation in state or federal court and experience in addressing systemic issues is a plus. Significant civil legal aid and related advocacy experience is preferred.

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 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:**

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

- Work collaboratively with their office teams to provide day-to-day legal assistance and direct representation to eligible clients referred to the office in all relevant areas of civil law and relevant forums, including state, federal, administrative agencies, and appellate courts. Experience representing clients in family law and protection orders is preferred.

- Use strategic methods and a broad range of advocacy tools in multiple forums 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 immigrants, youth, seniors, disabled persons, and other groups.
- Develop collaborative working relationships with a statewide network of advocates working on similar issues throughout the state and 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 the needs of unrepresented litigants, other legal aid providers and interested parties and organizations addressing the legal needs of low-income persons.

NJP has an organizational commitment to fight racism and to incorporate equity and inclusion in both the work we do and work environment we create. All staff are expected to uphold this commitment and approach their role with a desire to learn and grow in this area.

## **QUALIFICATIONS**

- Member of the Washington Bar, willing and able to take next bar exam, or if licensed in another state, able to gain admission by motion.
- Strong oral and written communication skills.
- Attention to detail and willingness to develop and maintain systems to facilitate grant reporting and compliance requirements.
- Able to develop and implement systems for case processing (e.g. referral, case triage and follow-up).
- Demonstrated competence in working with diverse individuals and communities.
- Commitment to providing civil legal services to the poor.
- Ability to engage and work collaboratively with diverse partners, client communities, law enforcement, health care providers, guardians, case managers, and others.
- Ability to work with a diverse group of clients and colleagues.
- Demonstrated cultural competence with immigrants, persons of color and other diverse communities.
- Ability to travel within the service area.

### **Preferred Qualifications**

- 3 years' experience in civil litigation, particularly in the areas of consumer debt defense and employment law
- Spanish helpful

**COMPENSATION:** Starting salary is based upon years of experience, with an annual salary range starting at \$80,142 to \$140,712. We offer a comprehensive benefits package which 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.

**Please apply** by sending your cover letter, resume, and writing sample to [attorneyresume@nwjustice.org](mailto:attorneyresume@nwjustice.org)

Cover letter and email subject line should clearly reference “Staff Attorney – Spokane”.

Cover letter should include description of any experience, personal or professional, with low income or other marginalized communities.

**Application Deadline: November 22, 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 the Human Resources Department by calling (206) 464-1519 or emailing [attorneyresume@nwjustice.org](mailto:attorneyresume@nwjustice.org)*