



Northwest Justice Project

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Executive Director

Job Announcement

Online Forms Specialist Washington Law Help

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 applicants for an Online Forms Specialist to expand and maintain NJP's library of interactive legal forms and guided interviews on WashingtonLawHelp.org. WashingtonLawHelp.org is a website that provides free legal information and self-help tools for people who cannot afford an attorney. The site has hundreds of resources including fact sheets, self-help form packets, interactive court forms and videos.

The assigned office location for this job is flexible. The role can be performed in a primarily remote setting, provided that the person can travel for in-person staff meetings and conferences as needed, and that other required working conditions for telecommuting are met. This position is full-time and will report to the Washington Law Help Managing Attorney.

RESPONSIBILITIES

Form Development & Document Assembly

- Build and maintain guided interviews and form templates using Drupal Webforms, HotDocs Advance, Gavel, and similar platforms.
- Ensure forms are accessible, mobile-friendly, and easy to use for diverse audiences and in multiple languages.
- Collaborate with legal experts to translate legal processes into user-friendly workflows.

Technical Implementation & Support

- Write and maintain code for form logic, data validation, and conditional workflows.



- Work with IT staff to integrate internal forms with our Legal Server case management system.
- Troubleshoot and debug issues in form functionality, formatting, and document generation.
- Maintain version control, documentation, and data collection for all form projects.
- Provide technical support and training to staff and stakeholders using the forms.

Collaboration & Project Coordination

- Work closely with the Online Forms Project Manager to prioritize and manage form development projects.
- Participate in user testing and feedback sessions to improve form usability.
- Coordinate with attorneys, advocates, and external partners to ensure legal accuracy and relevance.

Innovation & Continuous Improvement

- Stay current with best practices in legal tech, accessibility, and user experience.
- Evaluate and learn new digital tools.
- Explore opportunities to integrate AI and automation into form workflows.
- Contribute to NJP's broader digital strategy and innovation initiatives.

Equity and Inclusion:

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

- Experience with Drupal Webforms, HotDocs, Gavel, Docassemble, or similar document automation platforms.
- Proficiency in HTML, CSS, and basic scripting (e.g., Python, JavaScript, YAML).
- Experience with data collection, analysis, and visualization.
- Strong attention to detail and ability to translate complex legal concepts into clear, actionable forms.
- Ability to learn and become proficient in new technology and tools through self-directed instruction and trial-and-error method

Online Forms Specialist
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- Strong organizational and time management skills; ability to successfully balance and prioritize multiple duties with competing deadlines
- Track record of successfully reaching and achieving new challenges and goals
- Ability to work within a team environment as well as able to function and produce work independently
- Commitment to equity, inclusion, and access to justice.
- Plain language writing skills preferred.
- Experience with Drupal, APIs, Power Automate, and Legal Server preferred.
- Familiarity with accessibility standards and human-centered design principles preferred
- Experience working in legal aid, civic tech, or public interest organizations preferred.
- Knowledge of Washington State legal processes and terminology preferred.

Compensation: Salary is based upon years of experience, with an annual salary range of \$71,664 - \$107,575. This is a non-exempt position. 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: Typical Working Hours are 9:00-5:00, Monday through Friday.

To Apply: Please submit your cover letter and resume to resume@nwjustice.org. Subject line should include: Online Forms Specialist.

Closing Date: December 19, 2025

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 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 email resume@nwjustice.org