



Northwest Justice Project

Job Announcement

Assistant Managing Attorney – King County CHEER Office

Northwest Justice Project (NJP) is a not-for-profit 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 currently seeks applications from qualified attorneys for the position of Assistant Managing Attorney in its King County Consumer Housing Education and Employment Rights (CHEER) Unit. NJP's Assistant Managing Attorneys play a critical role in the statewide units and local office/regional delivery of civil legal assistance to low-income communities across Washington State. The Assistant Managing Attorney is responsible for tasks delegated by the Managing Attorney to support the overall management of regional offices or specialized units of within NJP's statewide law firm to carry out the program's vision, mission and strategic goals.

The Assistant Managing Attorney reports to the Managing Attorney of their assigned office or unit. This is a full-time position typically working out of NJP's Seattle office.

RESPONSIBILITIES

The Assistant Managing Attorney undertakes assigned management duties within the law practice office/unit that make up NJP's comprehensive legal aid delivery system.

As assigned by the Managing Attorney, the Assistant Managing Attorney undertakes the following responsibilities:

- Direct supervision of advocate and support staff;
- Mentor/Coach legal advocates and staff as assigned;
- Make recommendations to the Managing Attorney with respect to corrective action to address any performance issues;
- Identify and help obtain training and other resources necessary to equip the office to carry out NJP's mission and strategic goals;
- Develop and maintain relationships with the local client community and other community leaders;
- Provide direct client representation and engage in other advocacy projects.

The Assistant Managing Attorney also supports implementation of program policy and compliance requirements, serves as a liaison with the client community with respect to their needs and program services. In the absence of or as assigned by the Managing Attorney, the Assistant Managing Attorney serves as the face of NJP within the service area (such as with local stakeholders, media, and governmental contacts), and at statewide conferences or other events as appropriate to their assigned duties.

The Assistant Managing Attorney is expected to provide direct client representation as appropriate within the framework of their duties, including as needed, serving as lead counsel or co-counsel on cases to train new advocates or to expand the substantive expertise of advocates and/or provide needed support on systemically important or sensitive cases.

Supervision of Advocate and Support Staff:

As assigned by the Managing Attorney, communicates clear performance expectations for all office/unit staff as well as providing support for achieving expectations.

- As assigned by the Managing Attorney provides oversight of case management including:
 - o Case assignment/review:
 - o Supervision of client services/quality control;
 - o Compliance requirements.
- Training Needs: Collaborates with the Managing Attorney to engage with advocates and support staff to identify and support their training needs.
- Performance management: Assist the Managing Attorney to provides regular, individualized, ongoing coaching and conduct NJP's defined performance evaluation process for advocates and support staff.
- Professional Development: Assist and make recommendations to the Managing Attorney on the professional developments goals and needs of office/unit advocates and support staff.
- Helps to identify opportunities for skill and career development, leadership opportunities, staff recognition and rewarding achievement.
- In consultation with the Deputy Director and Managing Attorney serves as a resource for advocates to problem solve including, but not limited to:
 - o Ethical issues;
 - o Regulatory Compliance;
 - o Quality concerns/malpractice/risk management;
 - o Conflict resolution.

Development, maintenance of local community, public relations and community engagement:

- As assigned by the Managing Attorney assists with development and implementation of the office/unit community engagement plan.
- Helps to develop and maintain relationships within the region's communities, key partners and stakeholders, including volunteer lawyer programs, social services, governmental and other entities.
- As needed, assists the Managing Attorney to identify, promote and provide logistical support for funding opportunities or initiatives to support local office/unit or other advocacy needs, e.g. grant proposals, special project needs, fellowship opportunities, private donors, etc.

Direct service to clients and engagement in systemic advocacy

- Case/Project handling
 - Demonstrate leadership on systemic and affirmative litigation and advocacy;
 - Participate in advocacy support activities, i.e. task forces, Strategic Advocacy; Focus development and work groups;
 - Handle adjusted caseload as appropriate;
 - Maintain reasonable advocacy project-based workload.

Program Policy and General Compliance

The Assistant Managing Attorney is expected to understand and follow NJP policy, procedures and compliance requirements with respect to assigned tasks consistent with/in furtherance of:

- Program process related to performance review of office/unit staff;
- Administrative and Accounting Procedures, including Timekeeping and Grant Compliance; • NJP's Race Equity and Justice Initiatives;
- Personnel Policies;
- Collective Bargaining Agreement;
- NJP Program Policies;
- Caseload guidelines;
- Other program policies and procedures as from time to time established and/or revised by NJP.

Leadership

- Help lead office or unit to provide high quality services, to create a cohesive work environment, to maintain good morale and to address support needs within an office or unit.
- Understand and help to communicate impacts of program policy on staff to the Managing Attorney and related staff needs, accomplishments of team efforts and other staff recognition, etc.
- Understand and communicate regarding policy initiatives, advocates for office/unit team, recognize and reward innovative solutions to client and community needs and reports to the Managing Attorney as appropriate.

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. The Managing Attorney is expected to act as a leader in these efforts with a willingness to identify, address and combat personal and organizational shortcomings.

QUALIFICATIONS:

- Minimum five years' legal experience with strong litigation skills required.
- Prior experience in a leadership role helpful
- History of successfully mentoring other attorneys, paralegals, and/or law students required
- Commitment to advancing racial equity and experience with incorporating racial equity principles into advocacy and leadership
- Appreciation of the differing strengths, skills and styles of those in the unit
- Good judgment, ability to handle stress, initiative, and willingness to work as a team
- Must possess strong oral and written communication skills.
- Resume should reflect exceptional relevant work experience as well as a commitment to serving low-income persons.
- Must be willing to be engaged with the community to be served.
- Washington State Bar Association membership in good standing or active license in another state with the ability to obtain WSBA membership by motion is required.

Salary Range: Specific salary will be based upon relevant experience. The hiring range is \$111,137 to \$168,000.

TO APPLY: Please submit your cover letter, resume, and writing sample to:
attorneyresume@nwjustice.org

Application Deadline: February 27, 2026.

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 emailing attorneyresume@nwjustice.org.