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César E. Torres  
Executive Director

## **Job Announcement Staff Attorney Position – Grant/Adams County - Bilingual**

Northwest Justice Project (NJP) will receive funding from the Office of Civil Legal Aid (OCLA) to open an office to serve Grant and Adams County. The funding will support the hiring of two attorneys and a legal assistant. The exact location of the office is still to be determined, but it will be located in Grant County (i.e. Moses Lake, Ephrata, or Quincy). The office will operate as a satellite of NJP's Wenatchee office, which currently serves the region.

This NJP office opening provides a historic and unique opportunity to serve the civil legal needs of low-income communities in an area of the state that has not benefitted from a dedicated legal aid office presence.

NJP seeks applications from qualified attorneys committed to supporting our mission in this new location. Three years' prior experience in all aspects of civil litigation with emphasis on issues that impact low-income persons in Washington is strongly preferred. 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 also preferred. Applicants should have demonstrated experience working with low-income client communities, and be culturally competent working with communities of color, limited English speakers and persons with disabilities. Washington State Bar Association membership in good standing, the ability to acquire membership through reciprocity, or ability to take the next Washington bar exam is required. Spanish language fluency is required.

An interest in addressing the legal needs of small, rural communities is a must. Travel throughout the Grant/Adams region is necessary.

Demonstrated experience and/or connection to NJP's client communities 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. Must be willing to be engaged with the community to be served.

### **JOB DUTIES:**

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

- Work collaboratively with Grant and Wenatchee office teams 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 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.

**COMPENSATION:**

Starting salary is based upon years of experience, with an annual salary range starting at \$61,933 to \$115,754. We offer 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.

**To Apply:** Submit a letter of interest, current resume and writing sample to Karen Holland at [attorneyresume@nwjustice.org](mailto:attorneyresume@nwjustice.org). Cover letter and email subject line should clearly reference "Staff Attorney – Grant/Adams - Bilingual." Cover letter should include description of any past experience, personal or professional, with low income or other marginalized communities.

**Applications accepted until filled.**

*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 reference, 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 Angela Brooks at (206) 707-0944.*