

EMPLOYMENT OPPORTUNITY

Staff Attorney

POSITION SUMMARY:

Under the direction of the Skagit Volunteer Lawyer Program Manager, the Staff Attorney will manage and expand the mentoring program; recruit volunteer attorneys to participate in the mentoring program as well as other volunteer lawyer program activities; coordinate and supervise remote legal clinics as designated (specifically, the Will Clinics and the clinic in Concrete); and perform administrative functions in support of the Skagit Volunteer Lawyer Program

The primary functions of the Staff Attorney are volunteer coordination and program administration. The purpose of the Staff Attorney position is to preserve and grow the program's capacity to engage volunteer attorneys in the provision of pro bono civil legal services to indigent persons in Skagit County. The Staff Attorney will, as appropriate, work effectively and collaboratively with both the Skagit County Bar Association and other programs within Community Action, as well as with external organizations, in furtherance of the programs goals. The program's priority for the Staff Attorney is to manage and expand the mentoring program, including the recruitment and support of mentor and mentee attorneys. The Staff Attorney will also coordinate the delivery of pro bono legal services by volunteer attorneys in designated legal clinic settings by efficiently triaging cases, supporting volunteer attorneys, assisting pro se clients in accomplishing their goals and, on a limited basis, providing direct legal services.

This is a part-time hourly position at 18-23 hours per week.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Responsible for implementation of the mentoring program, including recruiting volunteer attorneys to participate, facilitating training for mentors and mentee attorneys and providing ongoing support to volunteer mentor and mentee attorneys in the mentoring program.
2. Assist the Program Manager in coordination of program services, including legal advice clinics, community education classes, limited scope representation, and full direct representation.
3. Recruit volunteer attorneys, coordinate the delivery of legal services and provide ongoing program support to the participants at the Concrete legal clinic and Will Clinics.
4. Develop and maintain ongoing working relationships with Skagit County attorneys, other Community Action Programs, and with relevant, local community organizations.
5. Maintain records of client eligibility, client contacts, and services provided in compliance with grant requirements.
6. Assist the Volunteer Lawyer Program to achieve and sustain compliance with best practice standards as set forth in the Washington Pro Bono Program Standards.
7. Develop structures, tools and written procedures in pursuit of program goals, including such material as forms, volunteer recruitment and retention techniques, and program development strategies.
8. In collaboration with the program manager, think creatively about gaps in pro bono civil legal services in Skagit County and develop recommendations for action.
9. Participate on limited occasions in the direct delivery of legal advice and other legal services to low income clients as instructed by the Program Manager. (The position is primarily a program administration position as opposed to a direct service delivery position.)
10. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Skills and Abilities

- A demonstrated passion for and commitment to initiatives designed to ensure that low-income persons have access to effective and compassionate legal assistance.
- Knowledge of relevant legal subject matter, including poverty law and civil procedure, as well as demonstrated ability to issue spot and problem solve in an efficient manner.
- Competency with standard office equipment (telephone, computer, printer, photocopier, scanner and facsimile machine) and software including LegalServer (case management platform) and Microsoft Office Suite applications (Excel, Word, PowerPoint, Publisher and Outlook).
- Experience recruiting, supervising and supporting volunteers
- Demonstrated cultural competency and experience working with low-income and marginalized client communities, which may include diverse racial and ethnic backgrounds, immigrants, persons with limited English proficiency, women, non-heterosexual and non-binary individuals, religious minorities, persons with disabilities, the elderly, etc.
- A positive leadership style, with demonstrated leadership skills including strong analytical capabilities, a collaborative, innovative and strategic approach to problem-solving, an ability to work with a wide variety of skillsets and personalities, and good judgment.
- Clear, effective and dynamic communicator, in both oral and written forms.
- Excellent time management and organizational skills; capacity to work both independently and collaboratively; ability to work under pressure and meet deadlines.
- Program design experience and/or project management experience.
- Experience providing civil legal services to low-income clients, preferably in a volunteer lawyer program setting.
- Familiarity with the Skagit County legal community, court system and local rules and procedures.
- Bilingual (Spanish language preferred)

License(s) & Certification(s)

- Washington State Bar Association membership in good standing.
- Valid driver's license and auto liability insurance required if personal vehicle used for work-related travel.

COMPENSATION AND BENEFITS

\$25.00 - \$30.00 per hour DOE

Benefits include:

- Employee Assistance Program
- Voluntary supplemental Cafeteria Plan
- Sick leave
- Vacation leave
- 12 Holidays per year
- Personal Holidays
- Health club discount

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY:

Please provide all items requested to the address below. Consideration will be given to application packets received by the closing date and containing (1) a completed Community Action Application for Employment form*, (2) your resume, and (3) a letter of interest identifying the position you are applying for and describing how you meet the qualifications for the position.

- Employment@CommunityActionSkagit.org, or
- Community Action of Skagit County, 330 Pacific Place, Mount Vernon, WA, 98273.

CLOSING: Position is open until filled.

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements.

Community Action of Skagit County is an Equal Opportunity Employer.

**Application forms and job announcements are available at the above address and at our website,
www.CommunityActionSkagit.org.*