



Northwest Justice Project

401 Second Ave S. Suite 407  
Seattle, WA 98104  
Tel. (206) 464-1519  
Fax (206) 903-0526

Toll Free 1-888-201-1012  
[www.nwjustice.org](http://www.nwjustice.org)

César E. Torres  
Executive Director

## Job Announcement Staff Attorney - Native American Unit – Western Washington

Northwest Justice Project (NJP) is a not-for-profit statewide 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 is contracting with Office of Civil Legal for COVID Pandemic legal aid funding to expand its capacity to address the civil legal needs directly and indirectly related to the COVID-19 pandemic. The attorney will provide legal assistance to Native Americans, with an emphasis on serving Native Americans in Western Washington. This attorney will be part of NJP's Native American Unit (NAU). The NAU is a specialized unit that advocates for the rights of Native American individuals and communities, on-and off-reservation. This is a regular, full-time position covered by NJP's Collective Bargaining Agreement.

Current NJP employees earn seniority based on original hire date as long as no break in employment over one year has occurred. The attorney may work out of any single NJP office in Western Washington, though the preference is for an applicant who will work out of NJP's Seattle office where the NAU is based. The Staff Attorney will be supervised by the Managing Attorney of the NAU.

The Staff Attorney will provide legal assistance and representation to Native American clients in tribal and urban Indian communities on civil legal matters directly or indirectly related to the COVID-19 pandemic. In addition to providing legal advice to and representing Native Americans, the Staff Attorney will conduct outreach to, and collaborate closely with Native American Tribes, urban Indian organizations, and other community groups and agencies to identify and address civil legal issues directly or indirectly related to the COVID-19 pandemic.

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.

### RESPONSIBILITIES

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

- Advise and represent Native American clients on matters directly or indirectly related to the COVID-19 pandemic.
- Develop and maintain relationships with Native American tribes, organizations, and personnel, with an emphasis on Native American communities in Western Washington.
- Identify and engage with Native American persons and groups in Western Washington who experience additional barriers to improve access to civil legal services.
- Work collaboratively with NJP's Native American Unit and field offices to identify and address the most critical needs of Native American communities.
- Help identify and develop online resources for use by attorneys, community partners, and/or unrepresented Native American litigants on civil legal issues directly and indirectly related to the COVID-19 pandemic.
- Support the work of NJP partners, including the volunteer lawyers, private attorneys, other legal aid providers, and interested parties and organizations addressing the legal needs of Native American people with civil legal needs directly or indirectly related to the COVID-19 pandemic.
- Use NJP's case management and timekeeping systems and comply with all applicable regulatory requirements and reporting needs.

NJP has adopted the Washington Race Equity and Justice Initiative (REJI) and is organizationally committed to fight racism and to incorporate equity and inclusion in our advocacy work and our internal systems and work environment. NJP expects all staff to uphold the REJI commitments and approach their role with a desire to learn and grow in this area.

#### **QUALIFICATIONS**

- Strong written and verbal communication skills.
- Litigation experience, with particular experience in Tribal Courts, State Courts, or administrative agencies, on matters related to civil legal issues such as public benefits, consumer issues, family law or housing.
- Experience in Indian or tribal law, and substantive areas, including public benefits, consumer issues, family law or housing, or other legal issues that affect members of Native American communities.
- Culturally competency and demonstrated experience working with low-income Native American communities.
- Ability to work well with a team.
- Ability to think outside of the box and develop creative solutions to problems.
- Excellent time management.
- Willing and able to be physically present in the identified geographic service area (Western Washington).
- Washington State Bar Association membership in good standing, the ability to sit for the July 2022 Washington Bar Examination, or the ability to acquire membership through admission by motion.
- Ability to travel to tribal communities in Western Washington

**Compensation:** Starting salary is based upon years of experience, with an annual salary range of \$64,751 to \$121,022. 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.

**To Apply:** You will be asked to submit a cover letter, resume and writing sample. Cover letter should include description of any experience, personal or professional, with low income or other marginalized communities. Northwest Justice Project is especially interested in qualified candidates whose professional, personal and/or service experience allow them to contribute to and support the legal aid community's commitment to race equity.

**Please apply [here](#):**

**Application Deadline: Open until filled.**

Learn more about the Northwest Justice Project [here](#)

*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, 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.*