

Staff Attorney Position Description



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LegalVoice.org

Reports to: Advocacy Director

Position Status: Exempt; Full time

Position Summary: The Staff Attorney will work to advance women's and LGBTQ people's legal rights in Washington, Idaho, Oregon, Alaska, and Montana, through impact litigation, legislative advocacy, and public education. The Staff Attorney must have experience in one or more of the following subject matters: anti-discrimination law, civil rights, economic justice, family law, gender-based violence, health law, LGBTQ rights, or reproductive health, rights, and justice. As a progressive feminist organization with an intersectional approach to gender justice, we strive to center marginalized community voices in our litigation and legislative strategies and are working toward prioritizing racial justice in our advocacy and among our staff, board, and volunteers.

Responsibilities:

- A. Litigation Work collaboratively with other staff attorneys, volunteer attorneys, coalition stakeholders, and community partners to develop and maintain Legal Voice's litigation docket. Coordinate case development and litigation in identified subject matters:
1. Identify, seek out, and initiate cases and amicus brief opportunities in partnership with community that will advance the legal rights of all women and LGBTQ people, particularly those most marginalized, in attorney's specific subject areas.
 2. Manage and support litigation handled by cooperating attorneys, including research, case strategy development, and writing and editing briefs, memoranda, etc.; ensure feminist jurisprudence is appropriately included and furthered and that Legal Voice's goals and interests are addressed and advanced; ensure that Legal Voice's quality standards are met; and provide additional assistance as needed.
 3. Maintain expertise in specified subject areas, with particular attention to emerging issues in women's and LGBTQ rights and to the intersection of feminist, racial, and social justice jurisprudence.
 4. Secure cooperating attorneys to handle cases and amicus briefs, including preparing and monitoring retainer and cooperating attorney agreements, communicating with volunteer attorneys, and ensuring shared understanding of roles and responsibilities.
 5. Screen external requests for assistance.
 6. Establish and maintain relationships with national, local, and regional women's, LGBTQ, and civil rights organizations to expand and advance women's legal rights; assess requests for Legal Voice to join amicus briefs prepared by other organizations; and review and edit briefs to ensure accurate and persuasive representation of Legal Voice's position.
- B. Legislation Work with other staff attorneys, lobbyists, community partners, coalition stakeholders, and volunteers to advance legislation that supports Legal Voice's mission.

Women's rights. Nothing less.

1. In collaboration with community and stakeholders, identify subjects appropriate for legislation; research and draft legislation.
2. Analyze bills, prepare Legal Voice comments, and draft testimony, fact sheets, or related materials in support of or opposition to proposed legislation.
3. Consult with Legal Voice lobbyists regarding legislative strategy and tactics.
4. Work with coalitions, task forces, and community groups aligned with Legal Voice on legislative issues within subject areas.

C. Policy Development

1. Identify new or developing legal issues affecting women and LGBTQ people and ways that Legal Voice could respond.
2. Recruit volunteer attorneys, advocates, professionals, and community groups most affected to serve on policy workgroups; with Program Assistant, develop, administer, and coordinate workgroups to develop strategic solutions on various issues.

D. Community Engagement & Race Equity

1. Develop and maintain meaningful relationships with community organizations, particularly in communities we have not historically engaged with, including communities of color; represent Legal Voice on various coalitions; and center community voices in Legal Voice's programs and strategies.
2. Act as a legal resource to community organizations, attorneys, advocates, and stakeholders.
3. Work closely with Legal Voice's race equity consultant and the internal race equity team as the organization develops a broader roadmap to ensure that our policies, practices, and culture promote principles of racial equity.

E. Public Education & Media

1. In collaboration with the Program Assistant and Marketing and Communications Manager, engage in outreach and public education by:
 - a. Providing public presentations on legal issues to community groups, lawyers, law students, etc.;
 - b. Responding to media requests and inquiries;
 - c. Writing or reviewing newsletter articles, emails to supporters, press releases, public statements, etc.

E. Other

1. Advancing Feminist Scholarship: As appropriate, research and write on topics related to the attorney's specified subject areas to further feminist legal jurisprudence.
2. Law Student Intern Recruitment: In collaboration with other attorneys, monitor law student intern recruiting, training, supervision, and evaluation.
3. Technical Assistance: Provide technical support on litigation and legislation to attorneys, advocates, and other community partners throughout the region within areas of expertise.

4. Miscellaneous

- a. At the request of the Executive Director, and in collaboration with other program staff, assist with the drafting and editing of grant proposals and reports;
- b. Provide written monthly reports to the Executive Director;
- c. Other duties as assigned.

Required Qualifications:

- Four or more years of litigation and/or legislative policy experience in a substantive area of Legal Voice's work (listed at the top of this job description).
- Excellent writing and communication skills
- Bar membership in one of the five Northwest states or willingness to obtain bar membership within a reasonable time
- Commitment to working toward a feminist jurisprudence that elevates racial, social, and economic justice
- A demonstrated ability to build and maintain relationships in marginalized communities, including communities of color

Preferred qualifications:

- Experience with legal issues affecting women of color, immigrant or non-English speaking women, transgender people.
- Flexibility, motivation, and openness to learning
- The ability to work cooperatively
- Sense of humor
- Excellent problem-solving skills
- Fluency in a language other than English
- Prior experience working in a non-profit setting and/or with community based organizations

Salary & Benefits: This full-time position has a salary range of \$68,000-\$78,000, depending on experience. Benefits include health insurance (including dental and vision); three weeks of vacation to start in a culture that supports and encourages people to use their vacation time; ten paid holidays per year; 401K eligibility after six months of employment with a possible employer contribution; paid sick and safe leave; flexible and generous family leave; payment of bar dues; and professional development opportunities.

Interested applicants should submit a cover letter and resume to info@legalvoice.org by May 31, 2019.

Non-discrimination: As an organization committed to prioritizing reproductive justice, economic justice, and racial justice, Legal Voice believes in fostering the leadership of all women, particularly those from underrepresented and marginalized communities. Legal Voice follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status.