

Staff Attorney Position Description



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LegalVoice.org

Reports to: Advocacy Director

Position Status: Exempt; Full time

Position Summary: Work to advance women's and LGBTQ people's legal rights throughout Washington, Idaho, Oregon, Alaska and Montana, through litigation, legislative advocacy, education, coordination with community organizations and activists, and outreach to communities. Responsibilities include maintaining legal expertise and overseeing Legal Voice litigation, policy advocacy, and education work in the following issue areas: gender equity in employment, education, or athletics; economic justice; and health care policy, although additional subject matter expertise of the applicant could affect the assigned subject matter.

Responsibilities:

1. Develop litigation theories and legislative advocacy that advance feminist jurisprudence and gender equality and justice
2. Manage the resulting litigation (appellate, trial level, or amicus practice) including relationships with clients, pro bono cooperating attorneys, development of litigation theories, research and brief writing, best practices in retainers and attorney agreements, and messaging development
3. Work to advance legislation that advances gender equality and justice, and to defeat harmful legislation. Includes building relationships with affected people, working with coalitions, effective strategizing with Legal Voice lobbyists, drafting and analysis of legislation, developing compelling legislative testimony, and messaging
4. Educate people about their legal rights by creating, in collaboration with other Attorneys and volunteers, public education materials in the Attorney's particular subject areas, and engaging in outreach to affected communities who would benefit from legal rights information
5. Recruit and manage volunteer attorneys, law student interns, and other volunteers. Manage such volunteers with these goals in mind: furthering Legal Voice's litigation, legislative, and public education agendas; building movement for women's rights; mentoring new progressive feminist lawyers; and developing dedicated Legal Voice supporters
6. Work in coalition and in collaboration with communities and community organizations to advance gender justice and equality, through an intersectional feminist lens that works to build power in the people who have been most harmed by sexism, racism, xenophobia, homophobia, transphobia, ableism and colonization

7. Support the work of Legal Voice's Development and Communications team by learning and participating in our culture of philanthropy, understanding the critical role each employee plays in keeping Legal Voice vibrant and prosperous

8. Various administrative job functions and shared office tasks such as occasionally chairing staff meetings, rotating kitchen cleaning duties, and following office protocols. Also, at the request of the Executive Director, and in collaboration with other staff, assist with the drafting and editing of grant proposals and reports; provide written monthly reports to the Executive Director; other duties as assigned

Required Qualifications:

- Seven or more years of litigation experience
- Experience in one of the following areas: gender equity in employment, education, or athletics; economic justice; or health care law and policy.
- Excellent writing skills
- Bar membership in one of the five Northwest states or willingness to obtain bar membership within a reasonable time
- Commitment to working toward feminist jurisprudence that elevates racial, social, and economic justice
- A demonstrated ability to build and maintain relationships

Preferred Qualifications:

- Experience with policy advocacy
- Particular knowledge of and experience with legal issues affecting women of color, immigrant or non-English speaking women, transgender people, women with disabilities
- 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

Salary & Benefits: This full-time position has a salary range of \$65,000-80,000, depending on experience. Benefits include: health insurance (including dental) with full payment of premiums for the employee; 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 with a possible employer contribution; paid sick and safe leave; flexible and generous family leave; payment of bar dues; and professional development opportunities.

Non-discrimination: As an organization committed to reproductive justice, economic justice, and racial justice, Legal Voice believes in fostering the leadership of women, people of color, Native and indigenous people, LGBTQ people, immigrants, people with disabilities, and others living in 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.*