



EMPLOYMENT OPPORTUNITY
Legal Assistant, Northwest Consumer Law Center
March 2022

ABOUT NWCLC:

We envision a world where there is justice for all, regardless of income.

To achieve that vision, we are committed to fighting corporate abuse and civil inequities in Washington's legal system. Through direct representation and litigation, NWCLC helps thousands of families avoid financial devastation. We also advise consumer lawyers, write amicus briefs, host a pro-se bankruptcy clinic, offer webinars, and serve as consumer justice advocates.

Why join our team?

We are on the front lines of legislative advocacy, teaming up with legislators and political leaders at the local, state, and national levels. Our victories and hard work continue to help Washingtonians. We already had an exciting and impactful victory when Governor Inslee signed SB 5408 into law, raising the homestead exemption to the county median sale price and helping keep people in their homes during tough times.

We're a young and nimble organization that has an impact larger than our size – reaching a population that often falls through the Justice Gap. Our staff and board have the opportunity to help shape the direction of the organization, the issues we tackle, and the way we grow

About The Position:

The legal assistant will provide crucial boots-on-the-ground, administrative services to ensure that our organization effectively carries out its important mission. Success in this position means our office runs like a well-oiled machine, our clients receive excellent service, and our staff and management receive the support they need to work effectively at their highest levels. This position reports to the Executive Director. This position will be a mix of in-office and remote work.

To achieve these results, the position includes the following responsibilities:

- Managing client intake to ensure calls are answered directly when possible and, when not possible, messages are returned promptly.
- Following up with potential clients after intakes have been scheduled, including reminders, rescheduling, and assisting with document gathering and other preparation.
- Some administrative assistance to represented clients.
- Processing and distributing the postal mail.

- Assisting the Executive Director with light data entry and administrative projects such as mailings.
- Other duties as assigned.

Qualifications:

Required qualifications include:

- A minimum of one year of experience with administrative and/or client-service work.
- Excellent written, verbal, and telephone communication skills.
- Proficiency with PC computers and Microsoft Office programs.
- The ability to lift and carry at least 20 pounds.
- The ability to spend extended periods looking at a computer screen.
- The ability to strictly maintain client confidentiality.
- Attention to detail while being adaptive and comfortable in an environment of shifting priorities.
- Punctuality and reliability.
- Initiative and a team-player spirit.

These qualifications are not essential but highly preferred:

- A passion for access to justice
- Experience with and an understanding of nonprofits
- Proficiency in Spanish or other languages
- An interest in growing with our organization as we evolve

Compensation:

This is a part-time, non-exempt position of 35 hours per week, paying \$20.00 to \$25.00 per hour depending on experience. Benefits include 10 days of PTO, paid federal holidays, and paid medical/dental insurance after a 60 day probation period.

Application Process:

Please send a cover letter and resume to Amanda Martin at amanda@nwclc.org. This position will be open until filled.

Equal Opportunity Employer:

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.