



Washington

AMERICAN CIVIL
LIBERTIES UNION OF
WASHINGTON
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August 31, 2020

LEGAL ASSOCIATE, PART-TIME

Application Deadline: September 30, 2020

**Please note: the ACLU-WA is closely following the 2019 Novel Coronavirus Disease (COVID-19). Currently we are all working remotely until January 11, 2021. We will continue to carefully monitor public health pronouncements and recommendations as we get close to January.*

As an organization, we value working together and look forward to when we return to our offices. Until then, we provide laptops and technology support to do our best work even from our homes. You will need an effective WiFi connection and a way to reach you by phone. This position is eligible for either a work phone or phone stipend, as well as an additional \$50 stipend each paycheck to help cover any costs of working from home.

[The American Civil Liberties Union of Washington \(ACLU-WA\)](#) is seeking a part-time Legal Associate to provide litigation and administrative support to the ACLU of Washington's Legal Department in their litigation and legal advocacy efforts and intake and referral services.

OVERVIEW

The ACLU of Washington is a leader among state affiliates of the American Civil Liberties Union, the country's premier guardian of liberty. We work in courts, legislatures, and communities to protect and extend American rights to freedom, fairness, and equality. The ACLU is both nonprofit and nonpartisan. We are supported by more than 135,000 members, activists, and donors.

The ACLU of Washington is committed to ending racism in Washington State and throughout the country. This includes how we work with each other, and with our partners and allies in the communities we serve. We are committed to bringing anti-racism to all aspects of ACLU-WA's internal and external functions, including but not limited to recruitment, hiring and human resources, strategic planning, ally, donor, and volunteer relations, Board and committee processes, and deciding what cases to litigate. We are looking for candidates who share this commitment to advancing racial justice, both internally in our organization and externally in the communities that we serve.

The ACLU-WA Legal Department is comprised of six staff attorneys, two legal fellows, intake staff, a paralegal, and a legal associate. The legal team takes on forty to fifty cases and amicus briefs a year in the state and federal courts that cover a variety of issues regarding civil rights and civil liberties. Our Intake Line receives a high volume of intakes from the public and works to funnel them to appropriate attorneys and/or community resources.

The ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, sexual orientation, gender, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, socio-economic circumstance, or record of arrest or conviction. We do not conduct criminal background checks on our candidates.

PRIMARY RESPONSIBILITIES

- Carrying out administrative tasks such as processing invoices and reimbursements.
- Scanning, copying, calendaring including court deadlines, document and file management, large mailings, and researching court records and files as needed.
- Managing the payment of invoices for case-related or administrative costs and making purchases for the department.
- Drafting correspondence as needed.
- Coordinating job postings and interview scheduling for prospective department staff and interns.
- Assisting with onboarding and offboarding the Legal Department's new staff, volunteers, and interns in accordance with office procedures.
- Coordinating meeting logistics, including scheduling, set-up, and catering for internal and external stakeholders; occasionally coordinate intradepartmental meetings.
- Coordinating conference and CLE registrations; occasionally making travel arrangements.
- Note-taking and preparation for department meetings.
- Maintaining case management and department databases.
- Occasionally assisting the paralegal and attorneys with researching court rules, making phone calls to the court, and formatting case documents as needed.
- Potentially assisting intake staff by responding to requests for legal assistance through our online web form.
- Communicating clearly and professionally with a broad range of stakeholders including cooperating attorneys, clients, defendants, and court officials.
- Participating in ACLU-WA's race equity work, which may include utilizing ACLU-WA race equity tools, adopting ACLU-WA race equity practices, or serving on the Race Equity Team or subcommittees.

QUALIFICATIONS

- Ideal candidates will have an awareness of, and willingness to engage in, the difficult and transformative work of challenging systems of oppression, institutional and structural racism, and implicit bias.
- Excellent time management and organizational skills. Successful candidates have the ability to take direction while also managing their own workflow in a fast-paced, deadline-driven environment.
- Demonstrated ability to handle stress in a healthy way.
- Excellent writing, editing, and proofreading skills.
- Excellent interpersonal and communication skills; proven ability to work well with people with a wide range of interests, skills, and concerns.
- Computer and technology proficiency with MS Office Suite, and Adobe Acrobat Professional or proven ability/willingness to learn new software.
- Experience with litigation and e-discovery software is a plus.

WORK ENVIRONMENT

The ACLU-WA's staff of 40+ employees and numerous volunteers generally work in a standard office setting in downtown Seattle between the hours of 9am and 5pm. The physical demands and work environment described below represent those required and encountered by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to type on a keyboard for long periods of time
- Ability to sit or stand for extended periods
- Ability to view a computer screen for long periods of time

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. The ACLU reserves the right to change the description and/or posting at any time without advance notice. This position is non-exempt under the Fair Labor Standards Act.

COMPENSATION AND BENEFITS

The ACLU of WA is dedicated to centering equity in all aspects of the organization and, as such, has adopted a salary scale for measuring how to best compensate its employees. The salary for this position is \$27.70/hour. This position will observe a set 21-hour work week primarily within the hours of 9am to 5pm and distributed over 3 to 5 days. Final schedule is negotiable but will be consistent week to week once established.

Benefits include pro-rated vacation, sick leave, and holidays, fully paid employee medical, dental, vision, and disability insurance, a generous retirement plan, and an ORCA card, the regional transportation pass.

APPLICATION PROCEDURE

To apply, email a cover letter and resume to Jobs@aclu-wa.org and include in the subject line of the email: your **last name** and **Legal Associate**. In your cover letter, we are particularly interested in learning about your interest/commitment to race equity and your time management/prioritization skills. Please also indicate where you learned of the position. Applications will be accepted until **September 30, 2020**, at which time the job announcement will be removed from our website at www.aclu-wa.org/careers

The ACLU of Washington comprises two separate corporate entities, the American Civil Liberties Union of Washington, Inc. and the American Civil Liberties Union of Washington Foundation. The two corporations share the same overall mission, office space, and employees. This job posting refers collectively to the two organizations under the name "ACLU of Washington".