



Northwest Justice Project

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César E. Torres
Executive Director

Job Announcement King County Project Safety Coordinator

The Northwest Justice Project (NJP) is a not-for-profit law firm whose mission is to secure justice 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 seeks applications from individuals for the position of Project Safety Coordinator.

Project Safety is a court-based collaboration between the King County Prosecuting Attorney's Office, Eastside Legal Assistance Program, Northwest Immigrant Rights Project, Northwest Justice Project (NJP) and the YWCA's Sexual Violence Legal Services providing crime victims with legal assistance to resolve civil legal issues that arise as a result of victimization. The Coordinator provides organizational support for and works to achieve the mutual goals of the partner organizations. This is a full-time position and will be located in NJP's Seattle office.

JOB DUTIES:

Responsibilities include but are not limited to:

- Coordinating and providing support for project and project related activities including scheduling meetings, preparing meeting agendas, materials, and minutes, coordinating sessions/workshops/events/trainings, collecting/summarizing resource materials, maintaining electronic files, and preparing/editing/maintaining documents.
- Acting as the central point of contact for the project, preparing and distributing communications, drafting correspondence, receiving and responding to related queries, liaising with internal and external stakeholders for communications around the project, including clarifying information and resolving issues and/or, escalating queries as appropriate.
- Working with project partners to document and organize workflow, developing and implementing work methods and procedures that support the objectives and priorities of the project, resolving day-to-day problems and evaluating operating procedures/processes.
- Triaging referrals with Navigators to ensure that cases are referred to the most appropriate civil legal aid provider.
- Convening partner workgroups to assist with the execution of Project Safety-related matters.

- Developing a system for recruiting and referring volunteer attorneys to Project Safety legal aid providers, ensuring that volunteer attorneys are connected with the providers, and tracking engagement of the volunteer attorneys on Project Safety matters.
- Developing and recommending system improvements and implementing approved changes.
- Compiling project data and preparing reports as required.
- Assisting with the project evaluation.
- Maintaining a current list of key project contacts.

QUALIFICATIONS:

- Prior experience working with a legal services/aid organization, non-profit or government setting helpful.*
- Prior experience working in public administration or similar setting desired.*
- Experience providing coordination and support to multiple parties or organizations is strongly preferred.
- Prior experience developing processes which will work effectively for multiple users desired.
- Prior experience in positions which demonstrated the ability to prioritize work, able to multi-task and handle multiple responsibilities.
- Strong attention to detail, accuracy and presentation.
- Strong interpersonal skills, flexibility and the ability to work effectively in high pressure environment in a mission-driven organization.
- Computer proficiency in MS Office Suite.
- Excellent oral and written communication skills
- Demonstrate cultural competence and sensitivity in working with diverse clients, communities, and colleagues.
- Ability to work within a team environment and to work independently.
- High school diploma or equivalent required; four-year degree in Public Administration helpful.*

**Combination of equivalent education, certifications and experience may substitute for each requirement*

NJP has an organizational commitment to fight racism and to incorporate equity and inclusion in both the work we do and work environment we create. All staff are expected to uphold this commitment and approach their role with a desire to learn and grow in this area.

COMPENSATION: Starting salary is based upon years of experience, beginning at \$41,520 annually. We offer a comprehensive benefits package which includes 100% paid employee

health premiums and significant premium shares for family health premiums, and generous time off.

APPLICATIONS: Email Cover letter and resume to resume@nwjustice.org no later than **January 14, 2019**. Cover letter should include description of any past experience and competence, personal or professional, working with low income or other marginalized communities.

The Northwest Justice Project is committed to a policy of equal opportunity in an environment free of barriers and discriminatory practices for its client communities, Board and staff. NJP actively promotes mutual respect, acceptance, teamwork and productivity among people who are diverse in work background, experience, race, color, national origin, sex, age, religious preference, marital status, sexual orientation, sensory, mental or physical abilities, veteran status, or any other perceived differences. This policy strengthens 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.