

**KING COUNTY BAR ASSOCIATION**  
**Staff Attorney for Housing Justice Project**

*The Housing Justice Project (HJP) is a homelessness prevention program providing accessible, volunteer-based legal services to low-income, residential tenants facing eviction in King County. Legal assistance is provided through counsel and advice, negotiated settlements, limited representation at Show Cause hearings, and/or referrals depending on tenants' needs and financial eligibility.*

**Reports to:** Managing Attorney, Housing Justice Project

**General Information:** HJP Staff Attorneys participate in housing clinics located at the King County Superior Court and Maleng Regional Justice Center as well as the HJP Hotline created in response to the COVID crisis. Staff Attorneys supervise volunteer attorneys, represent clients at show cause hearings, appeals, and trials. Staff Attorneys participate in workshops and evening outreach events. Staff attorneys also assist with policy work, lobbying, and legislative activities. This is a full-time position requiring some local travel within King County to the Kent and Seattle courthouses as well as to meetings and various outreach activities. When not in the courthouse, the position will be based in Seattle.

**Advocacy:**

- Direct client representation, appeals, trials, and other civil litigation;
- Work with Senior Staff Attorney to develop and meet priorities and program goals;
- Work with, train and mentor volunteers to provide legal advice and limited representation to tenants;
- Pursue legislative and policy changes;
- Implement creative advocacy for tenant's rights;
- Oversee and maintain quality of client advocacy by volunteers;
- Arrange and participate in weekly case review;
- Assist HJP staff with case referral and management as needed; and
- Keep up with legislative and regulatory changes.

**Administrative and Supervisory:**

- Review and oversee data input in Legal Server data management system;
- Prepare reports, data, articles, and communications both for internal and community distribution;
- Assist and participate in the development of staff attorney and volunteer training materials and trainings;
- Help recruit, train, mentor and supervise volunteer legal assistants and attorneys;
- Work with KCBA's Home Base program and Social Worker to refer cases for rent stabilization fund;

**Outreach and Collaboration:**

- Update community resources for client use and distribution;
- Develop new partnerships with community agencies;
- Develop educational outreach materials;

- Develop outreach information regarding homelessness prevention to community groups, agencies, housing partners, and related audiences;
- Other duties as may be assigned.

**Qualifications:**

- Licensed to practice law and in good standing in Washington state;
- Experience with civil procedure, courtroom protocol, and rules of evidence;
- Experience in housing law including courtroom and trial experience;
- Familiarity with affordable housing programs;
- Demonstrated attention to detail and ability to track and consistently meet deadlines;
- Demonstrated ability to train, supervise, and mentor volunteer attorneys and maintain quality program control;
- Demonstrated commitment to understanding and addressing issues facing low-income and vulnerable people;
- Strong communication skills and ability to motivate and lead;
- Demonstrated ability to work collaboratively with diverse groups of people;
- Demonstrated understanding of the impact of race, bias, discrimination, and differential treatment of communities disproportionately composed of Black, Indigenous, and people of color, individuals who identify as LGBTQ or other sexual minorities, individuals with disabilities, immigrants, limited English speaking persons, and others who have been historically marginalized in rental housing markets and in the law and justice system
- Demonstrated ability to handle multiple tasks and meet deadlines;
- Ability to analyze information quickly and work well in a fast-paced environment;
- Creative problem solving and mediation skills;
- Proficiency with technology including MS Word, case management systems, Excel, and Outlook

**About the King County Bar Association**

Founded in 1886, KCBA is a membership legal organization with over 5,500 attorney members, 40 staff and an annual budget of over \$4,000,000. KCBA promotes and supports a diverse and collegial membership; works with the judiciary to achieve excellence, equity and accessibility in the administration of justice; and benefits the community through public service and engagement in public policy. As an equal opportunity employer KCBA encourages people of diverse backgrounds apply for this position. KCBA defines diversity to refer to the inclusion of individuals who self-identify with those groups historically discriminated against, and which continue to experience the effects of such, and/or who are underrepresented in the legal profession including on the basis of disability, gender, presence of a disability, race/ethnicity, sexual orientation, gender identity and gender expression. Learn more at [www.KCBA.org](http://www.KCBA.org).

KCBA is an equal opportunity employer and does not discriminate on the basis of race, immigration status and citizenship, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or presence of a disability. Learn more at [www.KCBA.org](http://www.KCBA.org).

**Schedule, Travel, Salary & Benefits**

This is an exempt full-time position requiring occasional local travel within King County. Salary range is \$70,000 yearly with excellent benefits. Benefits include employer-paid healthcare, 401k plan with automatic employer contribution, subsidized transit pass, flexible spending account, professional development opportunities, paid vacation and sick leave and more. This position is eligible for the public service loan forgiveness program.

**Application Process**

To apply, submit a cover letter describing your interest and qualification for this position, a resume, cover letter and three references by 5:00 p.m. Monday May 10, 2021 by email to [HR@kcba.org](mailto:HR@kcba.org). Recent graduates pending bar admission are encouraged to apply. Those without housing experience are also encouraged to apply – other experience will be considered.