

QLaw Foundation of Washington

Staff Position – Community Legal Resources Manager

QLaw Foundation of Washington is seeking a Community Legal Resources Manager to fulfill projects related to creating and disseminating legal information and education materials, outreach and partnership with LGBTQ+ communities, and support for LGBTQ+ inclusion within the legal system. This position is temporary and will terminate on June 30, 2021, though it may be extended pending additional funding. **This is a fully remote position and will remain so until statewide COVID-19 restrictions are lifted.**

About QLaw Foundation of Washington:

QLaw Foundation of Washington promotes the dignity and respect of LGBTQ+ Washingtonians within the legal system through advocacy, education, and legal assistance. QLaw Foundation offers four free legal clinics every month centered around the core value that LGBTQ+ communities are entitled to access to knowledgeable, culturally competent legal providers in a welcoming and affirming setting. QLaw Foundation also works to empower LGBTQ+ communities through providing skills-based community legal education, know-your-rights materials, and providing spaces for communities and legal services providers to build relationships, share knowledge, and organize together. For more information, please review our website at www.qlawfoundation.org.

About the Community Legal Resources Manager Position

The Community Legal Resources Manager is responsible for:

- Creating and disseminating legal information and education materials on topics relevant to LGBTQ+ legal and civil rights, including:
 - Access to family courts during COVID-19
 - Access to legal support for LGBTQ+ survivors of violence impacted by COVID-19
 - Access to workplace rights during COVID-19
 - Debt & Bankruptcy related to gender transition
 - access to legal support for unhoused LGBTQ+ people in the Seattle area
- Establishing relationships between LGBTQ+ community-based organizations and legal services providers to improve access to legal services and self-help

resources for rural, immigrant/refugee, Black, Indigenous, and other underserved LGBTQ+ communities

- Developing community-centered trainings and knowledge-sharing spaces

Hours/Compensation: 40 hours per week, non-exempt. \$30.00/hour, with employer-provided medical and dental insurance. Work hours are typically 10am-6pm, though some evening and weekend hours will be required.

Required Qualifications: QLaw Foundation welcomes applicants with any of the following:

- At least five years of experience leading community organizing, community education, or related experience. Unpaid or volunteer work may fulfill this criteria where leadership or time investment is significant.
- Bachelor's degree in a related field and at least three years of experience leading community organizing, community education, or related experience. Unpaid or volunteer work may fulfill this criteria where leadership or time investment is significant.
- Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

Other Qualifications:

- Bilingual Spanish applicants strongly preferred.
- Lived LGBTQ+ identity and/or very close relationship with LGBTQ+ communities strongly preferred.
- Experience with community organizing and movement-building in BIPOC, rural, and/or undocumented LGBTQ+ spaces.
- Working knowledge of antiracist community education strategies.
- Ability to research and review complex legal topics and present them in an accessible and community-centered way.
- Experience facilitating community spaces centered around teaching, learning, and advocacy for self and community.
- Detail-oriented with strong organizational skills and ability to meet deadlines.
- Ability to independently develop and implement complex projects while working collaboratively and within organizational strategies and values.
- Self-motivated with the ability to problem-solve and enhance work projects.
- Ability to navigate remote meeting technology, including Zoom, Teams, and other platforms.
- Highly proficient with Sharepoint, Excel, Powerpoint, Canva, Hootsuite, and Mailchimp.
- Working knowledge of basic website content management, including Wordpress.

Our organization is friendly, inclusive, and centers clients and community relationships. QLaw Foundation welcomes applicants who are queer and trans, Black, Indigenous, or people of color (QTPOC/BIPOC), immigrants, undocumented, parents, disabled, or otherwise marginalized, and welcomes applicants with organizing experience, non-legal work experience, and/or personal experience with legal systems.

Physical Demands/Working Conditions: During COVID-19 restrictions, this position works 100% of the time on the computer, with approximately 50% of the time on the phone or in virtual meetings. We welcome information about any needed workplace accommodations or other necessary supports.

To apply: Please send a resume and cover letter detailing your experience, skills, or other qualifications. If you have relevant supplemental materials, such as training materials, outreach/promotional materials, or other examples of your experience in community education or organizing spaces, please feel free to include them.

Application Deadline: December 16, 2020 or until filled. Please address your application materials to Denise Diskin, Executive Director at denise@qlawfoundation.org. We look forward to working with you!