



WASHINGTON CIVIL & DISABILITY ADVOCATE

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The Organization

Washington Civil & Disability Advocate (WACDA) is guided by the simple but powerful proposition that all lives have equal dignity and worth. As a result, this organization is committed to providing legal services to people with disabilities without charging attorney fees. Washington Civil & Disability Advocate is committed to an "all of the above" approach to increasing accessibility and inclusion in Washington state and, in addition to litigation, assists with disability education and awareness efforts, including informing the disability community on disability rights.

Based in Seattle, our scope is statewide and beyond. WACDA's advocacy, education, and litigation is transforming the practices of government entities and major companies alike.

The Position

WACDA is seeking a paralegal to support the work of two attorneys. The paralegal will be responsible for providing administrative support, drafting and filing legal documents, intake and correspondence with clients, supporting community outreach and education, and assisting attorneys with research.

Qualifications

- Prior work experience drafting and filing legal documents electronically such as complaints and motions in federal court.
- Prior administrative work experience;
- Strong writing skills and attention to detail;
- Demonstrated ability to provide efficient and accurate research;
- Post-secondary education preferred;

In addition, we seek candidates with the following:

- A demonstrated passion for social justice and a commitment to working with individuals with disabilities and the disability community to advance equality;
- Experience working with individuals with disabilities;
- Integrity and a sense of humor.

Application

Send a cover letter, resume, names of three references, and two recent writing samples via e-mail to:

Katherine Reynoldson
katherine.reynoldson@gmail.com

The e-mail should include "Paralegal Position" in the subject line.

Only candidates selected for interviews will be contacted. No telephone calls.