



Job Announcement Office Assistant – King County

The Northwest Justice Project (NJP) is a not-for-profit statewide law firm that pursues its mission through legal representation, community partnerships, and education to combat injustice and promote the long-term well-being of low-income individuals, families, and communities throughout Washington. NJP's King County office seeks qualified applicants for the position of general administrative support. This is a **part-time position**, working 21 hours per week and is located in NJP's Seattle location.

The person in this position will work closely with King County Senior Attorney to provide administrative support for the efficient running of the office.

Job Duties include:

- Organize monthly Staff Meetings (gather agenda items, send reminders, take minutes; meeting follow up)
- Organize quarterly Regional Planning Meetings (gather agenda items, send reminders, take minutes, meeting follow up, maintain listserv)
- Organize yearly Priority Setting Meeting (gather Legal Server reports, Community Partner surveys, collection and analysis of KC data/211; coordinate logistics, including location, food and presentations).
- Organize Staff Performance Review process (schedule reviews, check ins, gather peer information and self- assessments; send reminders; schedule conference rooms.
- Prepare reports for monthly good case stories and community engagement.
- Act as liaison with community partners.
- Assist in resolving referral problems with community partners as they arise.
- Facilitate community engagement as needed.
- Track and maintain record of community outreach efforts by staff.
- Run statistical reports to trouble shoot issues in King County.
- Coordinate 211 trainings regarding King County Priorities.
- Manage King County Outreach Materials
- Coordinate with KC Front desk on updates of office security protocols.
- Provide general support as needed for King County Office.

NJP has an organizational commitment to fight racism and embrace equity and inclusion in both those we serve and those we employ. All staff are expected to uphold this commitment and approach their role with a desire to learn and grow in this area.

Qualifications:

- Previous experience in a support role, preferably in a legal setting
- Possess good organizational/time management skills: successfully manage multiple duties/tasks and deadlines and prioritize work.
- Demonstrated intermediate/advanced computer skills in Microsoft Office Suite including Word, Excel and Outlook and be open to learning new software applications.
- Use and operate office machines such as copiers, scanners, etc. effectively.
- Be accurate and detail-oriented.
- Possess strong oral and written communication skills.
- Demonstrate cultural competence and sensitivity in working with diverse clients, communities, and colleagues.
- Demonstrated experience and/or connection to NJP's client communities is preferred.
- Ability to work within a team environment and to work independently.

SALARY/BENEFITS: \$16.39+ per hour DOE. Attractive benefits package, including medical, dental and disability coverage.

APPLICATIONS: Email Cover letter, resume and references to resume@nwjustice.org. **Position will remain open until filled.** Subject line should clearly reference King County Office Assistant position. Cover letter should include description of any past experience and competence, personal or professional, working with low income or other marginalized communities. Include proficiency in languages other than English on the resume.

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.