



1200 Fifth Avenue, Suite 700
Seattle, WA 98101

206.267.7100
206.267.7099 fax

www.kcba.org

Justice... Professionalism... Service... Since 1886

HOUSING JUSTICE PROJECT MANAGING ATTORNEY

Pro Bono Services, King County Bar Association

Under the supervision of the Director of Pro Bono Services (PBS), the Housing Justice Project (HJP) Managing Attorney is responsible for Housing Justice Project operations in Seattle and Kent, Washington. HJP is a court-based homelessness prevention program providing accessible, volunteer-based legal services to low-income tenants facing eviction in King County. The HJP program is a vital part of the Pro Bono Services programs, the largest provider of volunteer legal services in Washington State. The HJP Managing Attorney's office is in Seattle, but frequent travel to Kent is necessary. This is a full time, 40 hour per week, exempt position.

The HJP Managing Attorney is responsible for program management which includes planning, organizing, operation, and evaluation of HJP. The individual in this position works closely with Director of PBS on the development of HJP programs and establishment of program priorities. As a member of the PBS Leadership Team and a senior staff member of the King County Bar Association, the HJP Managing Attorney actively participates in departmental and organization planning and represents HJP, PBS and KCBA in the wider legal and social services community.

Supervisory responsibilities include reviewing effectiveness and maintaining quality of client advocacy, direct supervision of Senior HJP Attorney, the HJP Staff Attorney, and supervision of law student legal interns. The HJP Managing Attorney trains and mentors volunteers for the project and reviews volunteer performance.

The HJP Managing Attorney provides legal advice and limited representation to tenants as part of the mentorship of volunteers in HJP, participates in case review, and assists PBS staff in other PBS programs with case evaluation and referral. The HJP Managing Attorney works with PBS volunteers in other programs when mentoring is needed on housing-related cases.

Outreach and collaboration are important components of this position. The HJP Managing Attorney coordinates with numerous housing, legal aid, and social service entities and communicates and collaborates with client and community groups to provide and expand resources available to support equal justice for low income people. The HJP Managing Attorney works with funders, providing testimony and information to city and county councils and legislative groups when requested. The HJP Managing Attorney provides consultation to community partners and Alliance organizations on issues related to landlord tenant law and on the HJP model.

PBS is a member of the Washington State Alliance for Equal Justice.

Qualifications:

Legal Supervision:

- Licensed to practice law in Washington State
- At least four years of litigation experience; experience in housing law highly desired
- Working knowledge of civil procedure and rules of evidence
- Familiarity with affordable housing programs
- Experience preparing and presenting Continuing Legal Education seminars

Program Management:

- At least one year of experience in supervision and program administration (additional experience preferred)
- Demonstrated ability to train, supervise, and mentor volunteer attorneys and maintain quality control for the program
- Demonstrated ability to manage staff and legal interns
- Demonstrated commitment to understanding and addressing issues facing low-income and vulnerable people
- 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, Excel, and Outlook; experience with Legal Server preferred

Leadership:

- Strong communication skills and ability to motivate and lead
- Dedicated team player with a commitment to collaboration and ability to interact professionally and effectively with co-workers, board members, volunteers, clients, outside counsel, and court personnel
- Demonstrated ability to work with limited English proficient clients and clients with physical or mental disabilities
- Annual Salary is 65-70K
- Excellent health benefits, 401K
- As an Equal Opportunity Employer, we highly encourage people of diverse backgrounds to apply for this position. Diversity is defined by the King County Bar Association 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 under-represented in the legal profession including on the basis of disability, gender, race/ ethnicity, sexual orientation, gender identity, and gender expression.
- **To Apply:** Send a cover letter and resume to HR@kcba.org.
- The position is open until filled. Applications received on or before May 24 will receive priority.