



**Pursuing Fair
and Equal Justice**

LEGAL SERVICES DIRECTOR JOB ANNOUNCEMENT

Eastside Legal Assistance Program (ELAP) is seeking a full-time Legal Services Director. This position is responsible for planning, implementing and managing all aspects of ELAP's Legal Programs; including ELAP's staff attorneys, and our Pro Bono and Contract attorney programs. This includes managing and mentoring our legal staff, engaging with the legal community, recruiting of volunteer and contract attorneys, directing our CLE program, and mentoring new volunteers. The position will lead our cross engagement with other volunteer legal programs throughout the state. This position is located in Bellevue and requires travel throughout King County.

This is a dynamic opportunity to lead a team that is making equal access to justice in our community a reality. Eastside Legal Assistance Program (ELAP) provides civil legal services to survivors of domestic violence (DV) throughout King County, medical-legal assistance to individuals experiencing health-harming legal issues, assistance to individuals facing eviction or other housing problems, and pro bono legal aid to low-income individuals in King County.

You MUST have a passion for equal justice for marginalized communities.

Please read the qualifications (below) carefully.

RESPONSIBILITIES

- Manage and mentor a passionate team of attorneys and support staff
- Further expand our comprehensive pro bono and contract attorney recruitment and development plan in collaboration with staff and board members
- Be the face of ELAP to the legal community throughout King County, developing relationships that contribute to our pro bono / contract attorney strategies
- Create a continuing education program and mentorship program for volunteer, contract, and staff attorneys
- Develop and manage benchmarks and metrics to ensure goals are met or exceeded
- Act as ELAP lead for the Seattle Area Pro Bono Coordinators and the Statewide Pro Bono Council
- Create and sustain strong working partnerships with the ELAP team (ED, staff, the board of directors, and volunteers) to raise ELAP's legal services programs to new heights
- Perform other related duties as needed

REQUIRED QUALIFICATIONS

- Current standing as a licensed attorney in Washington is required
- Experience managing a team
- Experience with mentorship
- A minimum of 5 years of legal practice in the state of Washington in our focus areas which includes family law, DV, housing, and civil legal aid

- Demonstrated success in developing outstanding relationships with individuals and community partners
- Demonstrated ability to work within a team of staff, board, and volunteers alike to accomplish objectives.
- Demonstrated ability to work independently, highly motivated, organized, creative, self-directed, and above all, flexible
- Proficient in Microsoft Office and case management software
- Valid driver's license and reliable transportation
- Trauma-informed advocacy and training
- Flexible schedule which includes occasional evening and weekend events

WORKING CONDITIONS AND WORK HOURS

Work Hours:	Base 40 hours/week
Location:	Main office in Bellevue. This is a hybrid position, however, we recognize that mentoring and working with the legal team requires in-person engagement. The Legal Services Director must be onsite a minimum of 3 days a week. Must be able to travel locally.
Salary:	A competitive salary, with annual increases, indexed for inflation and seniority.
Benefits:	Medical, Dental, Vision, and Life Insurance, 401(k) with match, 12 paid Holidays, plus the week between Christmas Day and New Year's off, Vacation, and Sick Leave, bar dues, fully compensated CLEs, and reimbursement for mileage and travel

Send resume and cover letter to Ngoc Nguyen, Operations Director at ngoc@elap.org. ELAP will start interviewing at the beginning of July. Priority will be given to candidates who apply by May 12, 2022. This posting is open until filled.

Equity and Inclusion

ELAP is organizationally committed to fighting racism and incorporating equity and inclusion in our advocacy work and our internal systems and work environment. ELAP expects all staff to uphold this organizational commitment and approach their role with a desire to learn and grow in this area. As with all staff, the attorney filling this role will be expected to center race equity in their work and support ELAP's goal to operate as an anti-racist organization.

ELAP is an equal opportunity employer and complies with all applicable federal, state, and local laws prohibiting employment discrimination. ELAP promotes mutual respect, acceptance, teamwork, and productivity in the workplace. People of color, immigrants, women, LGBTQIA, those with disabilities, mature workers, and other underrepresented and historically marginalized groups are strongly encouraged to apply. ELAP is committed to operating as an organization whose staff, board, and clients are diverse in background, experience, race, color, national origin, gender, age, religious preference, marital status, sexual orientation, gender identity, gender expression, sensory, mental or physical abilities, veteran status, and other qualities that strengthen our work while reinforcing our mission. Individuals needing a reasonable accommodation for the application or interview process or more information about the program should email Ngoc Nguyen, Operations Director, at ngoc@elap.org.