

Paralegal/Legal Services Manager Job Announcement

Reports to: Executive Director and Staff Attorney

Location: Fully remote, and applicants residing anywhere in Washington are encouraged to apply.

FLSA/Classification: Non-Exempt, Full-time, Regular

Pay: \$31.50 per hour



Overview: QLaw Foundation of Washington promotes the dignity and respect of LGBTQ2S+ Washingtonians within the legal system through advocacy, education, and legal assistance. QLaw Foundation offers three free legal clinics every month centered around the core value that LGBTQ2S+ communities are entitled to access to knowledgeable, culturally competent legal providers in a welcoming and affirming setting. QLaw Foundation also works to empower LGBTQ2S+ 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](http://www qlawfoundation.org).

Position Summary: QLaw Foundation of Washington is seeking an organized, motivated, and detail-oriented person to join our team as Paralegal/Legal Services Manager who will support QLaw Foundation's LGBTQ2s+ Legal Clinic, Transgender Legal Clinic, and other direct legal services with logistical and scheduling support, and volunteer coordination.

Responsibilities:

- Supervising the operations of the LGBTQ2S+ Legal Clinic and Transgender Legal Clinic.
- Supporting direct legal services provided by QLaw Foundation volunteer and staff attorneys.
- Client and case management, including intake line supervision, email management, and scheduling of volunteers, clients, and interpreters.
- Assisting attorneys in preparing for client consultations, preparing case filings, drafting and finalizing correspondence, requesting court records, and proofreading documents.
- Volunteer management, including training, onboarding, and supporting legal clinic volunteers.

- Supporting and training law student interns.
- Editing and assisting with dissemination of legal information and education materials on topics relevant to LGBTQ2S+ legal and civil rights.
- Attending and/or supporting community outreach events (such as Pride), including tabling, coordinating volunteers, and other outreach tasks as needed.
- Other duties as needed or assigned.

Qualifications:

Education and Experience:

- Paralegal certification or at least three years of equivalent experience strongly preferred.
- Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position will be considered as well.

Required Skills and Attributes:

- Demonstrated high degree of self-motivation and ability to work independently with minimal supervision, flexibility, tact, discretion, patience, and organizational ability, tempered by a cooperative spirit and the ability to take direction from the Executive Director.
- Demonstrated leadership, supervisory, and organizational abilities.
- Understanding of or willingness to learn and adhere to strict rules related to legal ethics, including confidentiality.
- Expertise, interest, and commitment to doing administrative and internal infrastructure building work.
- Strong interpersonal communication and relationship-building skills.
- Detail-oriented with strong organizational skills and ability to meet, track, and organize deadlines.
- Ability to independently develop and implement complex projects while working collaboratively and within organizational strategies and values.
- Comfort with learning new technologies, including Zoom, Teams, SharePoint, Excel (including spreadsheet and chart creation), PowerPoint, and Canva.
- Database and records management skills.
- Comfort working across cultures and difference, including a demonstrated working knowledge of antiracist organizational management strategies.
- Commitment to supporting QLaw Foundation's mission, vision, and values.

Preferred Skills and Attributes:

- Bilingual or multilingual applicants strongly preferred.

- Lived LGBTQ2S+ identity and/or very close relationship with LGBTQ2S+ communities strongly preferred.
- Experience with community-driven service delivery or client-centered legal services in BIPOC, rural, and/or undocumented LGBTQ2S+ spaces strongly preferred.

Physical Demands/Working Conditions: During COVID-19 restrictions, this position works 100% of the time on the computer, with approximately 30% of the time on the phone or in virtual meetings. Occasional in person support at events may be required, within appropriate COVID safety protocols. We welcome information about any needed workplace accommodations or other necessary supports.

Hours/Compensation: This is a full time, non-exempt position. \$31.50/hour, with employer-provided medical and dental insurance and significant PTO available. Work hours are typically 10am-6pm, though some evening and weekend hours will be required.

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

To apply: Please send a resume and cover letter detailing the experience, skills, or other qualifications that lead you to work in community-centered legal services. Please include any experience you may already have with client contact, community outreach, litigation, or case management. Writing samples or other representative examples of your work are welcome but not required.

Application Deadline: This position is open until filled, with interviews starting the week of June 6, 2022. Please address your application materials to Denise Diskin, Executive Director and email them to jobs@qlawfoundation.org. We look forward to working with you!