

***MANAGING ATTORNEY, HOUSING JUSTICE PROJECT***  
**Community Legal Services (CLS) Programs**  
**King County Bar Association**

Under the supervision of the Director of Community Legal Services Programs, the Managing Attorney is responsible for Housing Justice Project (HJP) 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 Managing Attorney's office is in Seattle, but occasional travel to Kent is necessary.

**Program Management:** Responsible for

- leadership in the planning, organizing, operation, and evaluation of the Housing Justice Project (HJP)
- budgeting and fiscal management of the Housing Justice Project

**Supervision:** Responsible for

- reviewing effectiveness and maintaining quality of client advocacy by staff and volunteers
- evaluating individual staff performance and providing support and resources to enable staff and volunteers to serve clients at the highest possible level
- overseeing law student externs who receive academic credit and interns practicing under Rule 9

**Volunteer Management:** Responsible for

- volunteer recruitment, training, mentoring, and review of volunteer performance

**Advocacy:** Responsible for

- providing legal advice and limited representation to tenants
- participating in case review and assisting staff in other Community Legal Services programs with case evaluation and referral
- mentoring other CLS volunteers on housing related cases
- keeping up with legislative and regulatory changes and participating in occasional legislative work

**Outreach and Collaboration:** Responsible for

- coordinating with Statewide Housing Task Force, HJP Sponsors Group, Puget Sound Pro Bono Coordinators Group, KCBA sections, law schools, and other local, state and regional organizations
- communicating and collaborating with client and community groups and social service programs to provide and expand resources available to support equal justice for low income people

**Qualifications:**

- Licensed to practice law in Washington;

- At least two years of experience in housing law, including courtroom and trial experience (additional experience preferred);
- Familiarity with affordable housing programs
- At least one year of experience in supervision and program administration (additional experience preferred);
- Working knowledge of civil procedure and rules of evidence;
- 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;
- Strong communication skills and ability to motivate and lead;
- Demonstrated ability to work collaboratively with diverse groups of people;
- Demonstrated ability to work with limited English proficient clients and clients with physical or mental disabilities;
- 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, case management systems, Excel, and Outlook.

Salary is DOE with full benefits

Please submit a resume, cover letter describing your interest and qualifications for this position, a writing sample, and three references to Val Carlson, Director, CLS Programs, King County Bar Association, 1200 Fifth Avenue, Suite 600, Seattle, WA 98101 or by email to [valc@kcba.org](mailto:valc@kcba.org) or by FAX to 206-267-7099

**Screening begins May 20, 2008**