



## Attorney, Nonprofit Lead Job Posting

**Date Posted:** November 10, 2021

**Team:** Legal

**Reports to:** Director of Legal Services

**Salary:** \$74,000 annual

**Benefits:** paid medical, vision, and dental insurance; 12 paid holidays, including 2 floating holidays; paid office closures the week of the 4th of July and between December 24th and January 1st; 12 vacation days and 12 Sick and Safe Time days in the first year of employment; access to a 401K retirement plan and free personalized retirement planning advisors; monthly stipends for remote work and personal phone expenses; paid professional development expenses, CLE trainings, and Washington State bar licensing fees.

**Start Date:** January 2022

**Hours:** Full time (40 hours/week), exempt position. The position will staff occasional virtual (and possibly in-person in the future) evening events such as our monthly nonprofit clinic.

**Location:** Due to the pandemic, Communities Rise (CR) staff have been working from home. Once it is safe to reopen the offices, this position may still do some work from home but will require some physical presence at the office, as well as an ability to attend required meetings at the office and in the community.

### About Communities Rise

Communities Rise's mission is to support movements to build power in communities impacted by systemic oppression. We foster cross-sector collaboration, and provide capacity building and legal services for community organizations and small businesses. Before we were Communities Rise we were two organizations working in collaboration that decided to merge, Wayfind and the Nonprofit Assistance Center (NAC). Wayfind provided the legal services while NAC focused on capacity building. Fast forward two years through a global pandemic, and we are still learning what it means to be a fully merged organization. The pandemic has created opportunities for us to get creative with our strategic planning process and as an organization decide how we are going to participate in rebuilding the world we would like to leave for future generations.

### About the Legal Team

The Legal Team is diverse and is made up of these current roles: Client Services Coordinator, Attorney - Small Business Lead, Assistant Director of Learning and Engagement, and Director of Legal Services. After two of the most significant years in recent times that we have experienced, we are revisiting our goals and deciding what steps to take to move them forward. We feel the pandemic has called for a new way of being in the world and moving forward we seek someone who is willing and able to join us on this evolving journey. The Legal Team is invested in evolving a collaborative and transparent non-hierarchical structure that allows for the wellness of its individuals in a way that is sustainable for all.



### **What we value**

- Openness, flexibility, and commitment to collaboration and shared leadership.
- Comfort working with a diversity of groups and interests.
- Inclusivity and relationship-focused leadership.
- Recurring and frequent feedback provided amongst all team members.

### **Summary of Position**

CR is searching for a full time attorney to join our Legal Team. This position is well suited for someone who is community-minded, committed to racial equity and self-reflection and shares experiences similar to the communities we serve. We are seeking someone dedicated to helping us navigate the harms of the nonprofit industrial complex while working in collaboration with community organizations to assist them in reaching their legal goals. This position is best suited for those who are committed to unraveling the status quo in collaboration with others.

### **Position Responsibilities**

#### ***Legal Support for Nonprofits (legal work, relationship-building, administrative tasks)***

- Provide direct legal assistance (consultations and direct representation) to nonprofits and potentially, small businesses.
- Collaborate with Legal Team on client intake and engage in issue-spotting.
- Review and approve legal applications for services.
- Coordinate legal work under potential government contracts via a relationship-centering framework.
- Coordinate monthly nonprofit legal clinics and phone consultations.
- Build relationships with volunteer attorneys.
- Work collaboratively on placing direct representation matters with volunteer attorneys.
- Data collection for grant and contract reporting.

#### ***Community Education & Legal Trainings (legal-related work, trainings, outreach)***

- Use strong and authentic relationship-building skills to engage meaningfully with community-based organizations.
- Participate in our ongoing work to advance our commitment to racial equity.
- Assist designing and presenting at community education trainings, CLEs & workshops.
- Assist with developing content for community education resources & templates.
- Join and present about our work at community meetings and conferences.

#### ***Program Development & Strategic Planning (organizational development)***

- Actively participate in program development and strategic planning processes.
- Assist with reimagining and running our attorney mentorship [Nonprofit Advocates Program](#).

### **Miscellaneous**

- Assist with communications, fundraising, and administrative work.
- Other responsibilities as assigned.



### What we're looking for

- JD or equivalent and Washington State Bar Membership.
- Two or more years of experience in business transactional law, or academic equivalent.
- Experience in at least one of the following areas of law preferred: nonprofit or employment law.
- Strong communication, critical thinking and problem-solving skills.
- Ability to collaborate and work in partnership to improve processes and effectiveness of programs.
- Interest in advocacy work and alternative community organization structures.
- Demonstrated ability to work collaboratively in a multidisciplinary team.
- Commitment to centering our work around communities of color and communities impacted by structural oppression.
- Proficiency in Microsoft Office Suite and Google Drive. Preferred: experience with Salesforce, Mailchimp, and WordPress.
- We seek a mix of both developing and more experienced candidates. All interested applicants who meet the qualifications are encouraged to apply.
- Preferred: bilingual working knowledge of Spanish, Mandarin, Somali, Vietnamese or another widely used language in Washington State.

### To apply

By **November 29, 2021**, email your resume and 2-3 paragraphs in the body of your email telling us why you are interested in joining our team, about your experience in community, why this work is important to you, and where you learned about the position to [jobs@communities-rise.org](mailto:jobs@communities-rise.org).

### Timeline

We will review applications on a rolling basis and the priority deadline is **November 29, 2021**. On a rolling basis, we will hold first screening interviews of selected candidates by telephone for about 20-30 minutes. There will be a second round of Zoom interviews with final candidates on:

- Dec. 6 from 10-11:30 AM
- Dec. 7 from 9-10:30 AM
- Dec. 8 from 2-4 PM
- Dec. 9 from 10AM-12PM
- Dec. 13 from 9:30-11:30AM

We will be checking references of final candidates *prior* to the second interview, likely the week of November 29th. We are aiming to give an offer around December 20th. We would like the position's start date to be early to mid-January 2022.

*Communities Rise is an Equal Opportunity Employer and welcomes and encourages people from communities of color, people with disabilities, indigenous, refugee, immigrant, working class, and/or LGBTQ communities to apply for this position. Communities Rise will provide, excepting any undue hardship, reasonable accommodations for candidates taking part in all aspects of the hiring process.*