



Attorney Job Posting

Date Posted: March 25, 2022

Team: Legal

Reports to: Executive Director

Salary: \$80,000 - 90,000 depending on experience, annually

Benefits: paid medical, vision, and dental insurance; 9 paid holidays plus 3 floating holidays and 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 (no employer match) 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: May 2022

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

Location: *Candidate must be licensed and located in Washington State.* 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 located in south Seattle, as well as an ability to attend required meetings at the office and within 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 low-income small business owners. 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 presented opportunities for us to get creative with our strategic planning process to decide as an organization how we would like 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 currently made up of these roles: Administrative Assistant (full time, works across teams), Small Business Resources Manager (part time, .8 FTE), and Attorney - Small Business Lead (part-time .375 FTE, will be full-time in near future) with support from the Executive Director and a legal mentor with significant experience in representing small businesses and nonprofits on their business law needs. 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. Communities Rise is invested in developing a



collaborative and transparent shared leadership structure that allows for the wellness of its individuals in a way that is sustainable for all.

What we value

- Transparency, 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 among 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, self-reflective, and shares experiences similar to the communities we serve. We are seeking a business attorney who has experience working with small business owners and/or nonprofit corporations and has an interest in applying their business law skills to a nonprofit practice. *This position will be primarily providing business legal services to nonprofit and community organizations.* Nonprofit corporations have many of the same legal needs as for-profit corporations with an extra layer of compliance under state and Federal tax law. The ideal candidate must be committed to growing their portfolio of skills to include expertise in nonprofit and tax-exempt law to serve nonprofit organizations. We will provide training and mentoring on nonprofit law matters, if the person hired does not have nonprofit law experience.

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.

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 the Legal Team on inquiries, 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 as needed, phone consultations.
- Build relationships with volunteer attorneys.
- Work collaboratively on placing direct representation matters with volunteer attorneys.
- Data collection and data entry in Salesforce database for grant and contract reporting.

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

- Use relationship-building skills to authentically and meaningfully engage with community-based organizations.
- Participate in our ongoing work to advance our commitment to racial equity.



- Assist designing and presenting at community education training, 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 for the Legal Team.
- Actively participate in strategic planning processes for the Legal Team and the whole organization. Communities Rise is currently exploring a shared leadership model and we are looking for someone who is interested in learning about shared leadership and excited about being on this journey with the team.
- Assist with reimagining and running our attorney mentorship [Nonprofit Advocates Program](#).

Miscellaneous

- Assist with communications, fundraising, and administrative work.
- If the attorney has experience with contract drafting, the attorney may be asked to support the Executive Director in reviewing contracts for Communities Rise.
- Other responsibilities as assigned.

What we're looking for

- JD or equivalent and Washington State Bar Membership.
- Two or more years of experience as an attorney in business transactional law, or employment law.
- Preferred: experience or interest in learning nonprofit law.
- Clear and consistent communication, creative thinking and problem-solving skills.
- Demonstrated ability to work in collaboration and partnership to improve processes and effectiveness of programs.
- Commitment to centering communities of color and communities impacted by structural oppression.
- Proficiency in Microsoft Office Suite and Google Drive. Preferred: experience with Salesforce, Mailchimp, and WordPress.
- Preferred: bilingual working knowledge of Spanish, Mandarin, Somali, Vietnamese or another widely used language in Washington State.

To apply

The priority deadline is **April 15, 2022**. Please email your resume, references, 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, how you work with others, why this work is important to you, and where you learned about the position to jobs@communities-rise.org. Please include "Attorney" in the subject line.

Timeline

We would like the start date to be mid to late May 2022. We will review applications on a rolling basis and will be scheduling 20-30 minute telephone screening interviews with selected candidates. We will be



checking references of final candidates *prior to* the Zoom interview. There will be a round of Zoom interviews with final candidates the week of April 25th.

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.