



Small Business Attorney to Build Community Power

About Communities Rise

Communities Rise's mission is to support movements to build power in communities impacted by systemic oppression by providing capacity building and legal services for community organizations and small businesses. Communities Rise (CR) was founded in 2004 to provide pro bono transactional legal services to nonprofits. In 2009, CR's scope expanded to include small businesses. In 2018 CR underwent a merger that combined capacity building services with legal services to create a unique dual-pronged organization with a focus on organizations both led by and serving BIPOC and other marginalized communities.

Summary of Position

Communities Rise seeks an attorney committed to social justice and skilled in business law to help advance our bold mission to build community power. Under our small business program, the attorney will provide transactional legal assistance to low-income entrepreneurs primarily from BIPOC and other marginalized communities to help their small businesses thrive. Other main tasks toward this goal will include drafting written educational materials, assisting in outreach, and collaborating with community partners to leverage additional resources for small businesses. The attorney will also occasionally provide similar legal assistance to nonprofits. Our small business program services are particularly needed now as the pandemic has devastated small businesses, particularly BIPOC-owned businesses. At the same time there has been a post-COVID surge in startups, particularly among BIPOC entrepreneurs after widescale pandemic layoffs. Such businesses may not survive due to barriers entrepreneurs face—including lack of access to affordable legal help. CR's small business program fills that gap with free transactional legal assistance.

Key values guiding CR's legal and capacity building work that we expect the candidate to embrace are: a relationship-building and client centered approach to working with our clients from BIPOC and other marginalized communities; a strong commitment to race equity and racial justice; and a commitment to collaboration and flexibility. Candidates who are drawn towards [community lawyering](#) and [transactional lawyering for small businesses as a way to promote social justice](#) are prime candidates for this position.

Position Responsibilities:

Legal Support for Small Businesses

- Provide transactional legal assistance to small businesses, or place cases with volunteer attorney network. Client matters may include entity formation, contracts, intellectual property, employment, and regulatory compliance. Provide similar legal assistance to nonprofits on occasion.
- Review and approve applications for legal services. Collaborate with the Legal Team on client intake.
- Staff monthly small business legal clinics and phone consultations.
- Build relationships with volunteer attorneys.
- Coordinate legal services under government contracts.
- Enter case data into Salesforce database for recordkeeping and funder reporting.

Community Education & Legal Trainings

- Create written legal resources and facilitate community education trainings, CLEs & workshops.
- Present about CR legal services at community meetings and conferences.

Relationship Building and Outreach

- Engage in authentic relationship building with small business clients.
- Support outreach strategies to identify new clients in collaboration with team members.
- Develop and maintain relationships with partner organizations and other stakeholders.

Supervision

- Supervise Small Business Resource Manager in their duties, including outreach to clients, building relationships with partner organizations, and assisting with development of written legal resources.

Program Development & Strategic Planning

- Continue to develop small business legal programs in collaboration with Co-Executive Director and the legal team.
- Participate actively in strategic planning processes of legal team and whole organization.
- Assist with reimagining and leading our attorney mentorship [Nonprofit Advocates Program](#).

In House Counsel for Communities Rise

- Provide legal counsel to CR on a variety of issues including contract review, ethics, IP, employment, and nonprofit compliance.

Miscellaneous

- Assist with communications, fundraising, and administrative work.
- Other responsibilities as assigned by Co-Executive Director.

Required Qualifications and Attributes

- At least 2 years experience in corporate, contract, intellectual property or employment law.
- Candidate must be licensed and located in Washington State or be able to waive in to the Washington State bar (requirements are 3 years of practice as barred attorney in another state plus currently active and in good standing, see more information [here](#)).
- Strong commitment to social and racial justice and to upholding an anti-racist, equitable and inclusive environment.

Preferred Qualifications

- Experience in counseling small businesses or similar experience.
- Excellent writing and oral communication skills, including both technical legal information and broader public communication.
- Ability and interest to work collaboratively with a team as well as independently.
- Experience with: Google Workspace, Microsoft Word, Excel, Powerpoint, Salesforce, Zoom and Mailchimp.

The skills above are comprehensive. We understand there may be great candidates who possess only a subset of these skills or who have other important skills and we welcome candidates who match some of these skills to apply.

Location and Return to Work Policy

- The position will be remote, as CR staff are working remotely, but the attorney must reside in Washington State. Staff are expected to be able to meet in-person on occasion in the Seattle metro area.

Salary and Benefits

- **Salary:** \$80,000-\$100,000 annual, depending on level of experience
- **Benefits:** Paid health, vision, and dental insurance; gold level health coverage for employee; 13 paid holidays, plus 10 days of organization-wide closures during the year, plus 12 vacation days in the first year of employment; 401K retirement plan; monthly stipends to supplement health coverage, for remote work and for personal phone expenses.

Hours: Full time (40 hours/week), exempt position. Occasional evening events such as our monthly small business legal clinic.

Start Date: early March 2023

How To Apply and Timeline

To apply, email your resume and a cover letter that addresses the following:

- Why are you as an attorney specifically interested in working at an organization that has a mission to build community power in communities impacted by systemic oppression?
- Describe your commitment to social and racial justice and your community experience in working with BIPOC and other communities impacted by systemic oppression.
- What is your relevant legal experience?

Please also include how you learned about the position and include 3 references. Send your application materials to jobs@communities-rise.org with "Application for Small Business Attorney Position" in the subject line.

The priority deadline is January 31, 2023. We will review applications on a rolling basis. We will hold telephone screening interviews of selected candidates for approximately 30 minutes. There will be a second round of Zoom interviews with final candidates and potentially a third round. We will check references of final candidates.

Commitment to Diversity and Inclusion

Communities Rise is an Equal Opportunity Employer and welcomes and encourages people from communities of color, people with disabilities, indigenous, refugee, immigrant, and/or working class people to apply.