



Working for Justice Since 1967

Columbia Legal Services advocates for people who face injustice and poverty. We seek to achieve social and economic justice for all, using policy reform, litigation, and innovative partnerships to reveal and end actions that harm the communities we serve.

[columbialegal.org](http://columbialegal.org)

# Employment Opportunity

## Advocacy Director

### Program Description

For many years, Columbia Legal Services and its predecessor organizations has represented some of the most marginalized people in Washington. We use every legal tool available on their behalf. Our role to serve people and use advocacy that might otherwise not be available makes our work an integral part of the [Washington Alliance for Equal Justice](#). As a proud member of the Alliance, our vision of justice is when people have the necessary tools and opportunity to achieve social and economic justice, a more equitable and inclusive society is possible. Every day, our legal teams engage in large-scale litigation, policy reform, and innovative partnerships intended to make a lasting difference so that all people can be meaningful members of their communities. We share a deep commitment to serve and advocate alongside our clients as we seek justice together. The ideal candidate for any position at Columbia Legal Services will be able to articulate their role in the achievement of that vision.

### Position

Columbia Legal Services seeks a full-time Advocacy Director to oversee all statewide litigation and advocacy projects. This position is likely based in Seattle, with statewide responsibilities. Working closely with a dynamic advocacy team that spans five locations and [four statewide project teams](#), the Advocacy Director will work collaboratively with an executive leadership team, and work in partnership with the Policy Director and five Coordinating Attorneys. This position reports to the Director.

### Responsibilities

The Advocacy Director provides oversight, guidance, and coordination for legal advocates working on four project teams to ensure that the litigation and related advocacy projects fulfill our mission. Other duties include:

- Consult on litigation strategy, ethical matters and other advocacy as appropriate.
- In partnership with the Policy Director and Coordinating Attorneys, provide mentorship, supervision, and evaluation of advocacy teams.
- Along with the Policy Director, oversee the advocacy acceptance process to ensure that the mission, criteria, and quality of litigation advocacy and related projects are consistent with program values and standards of systemic and multi-forum advocacy.
- Develop training protocols and plans and administrative policies related to advocacy standards.
- Develop external relations with state and federal legal and advocacy-related communities; network with advocacy groups, legal service organizations, and the private bar to identify opportunities and execute strategies to advance the law for low income populations.
- Assist the Director in cultivating pro bono relationships with lawyers, law firms, and other experts or potential partners.
- Assist in administrative support of advocacy teams, including collaborative consultation with human resources staff and fiscal management of advocacy budget and planning.
- Travel around the state for meetings with project teams, advocacy events, and other legal aid meetings; occasional national travel will be required as well to attend multistate convenings.

## Qualifications

Applicants must be members of the Washington State Bar or seek admission as soon as possible after employment. Characteristics preferred for this position:

- Passion, commitment, and proven track record of working on anti-poverty issues.
- At least 15 years' experience in complex litigation, appeals, and supervision of legal teams.
- At least 7 years' experience in administrative leadership and working collaboratively with a team; or demonstrated significant experience working in, and leading collaborative advocacy teams and advocacy projects.
- Experience developing legal best practices, and advocacy resources. Additional experience on supervision, mentoring, and understanding of performance management and coaching of advocacy teams a plus.
- Excellent research, writing, negotiation, and analytical skills.
- Ability and willingness to work with multiple teams and manage multiple tasks in a timely manner.
- Willingness to travel and to work flexible hours.
- Demonstrated initiative and creativity.
- Excellent interpersonal and communication skills, cultural competence and experience working with low-income client communities.
- Must have a sense of humor, a healthy self-awareness, be comfortable with managing change, and enjoy leading and supporting a positive, high-performing organizational learning environment.

## Compensation Package

CLS offers a competitive compensation package including generous holiday, paid time off, and healthcare benefits. Salary is commensurate with experience.

## Applications

Preferred start date of January 2015. Please note that due to the volume of applications received, CLS is unable to respond to every application. We will contact you if we decide to pursue your application. No phone calls please. To apply, submit your cover letter with salary expectations, resume, a short writing sample, and three references to the address or e-mail address below. Include Advocacy Director Position in the subject line of electronic submissions.

Trisa Kern, Director of Program Administration  
Columbia Legal Services  
101 Yesler Way, Suite 300  
Seattle, WA 98104  
jobs@columbialegal.org

## Program Policy

Columbia Legal Services is committed to a policy of pluralism and equal opportunity in an environment free of barriers and discriminatory practices for its client communities, Board and staff. Pluralism refers to the active promotion of mutual respect, acceptance, teamwork and productivity among people who are diverse in work background, experience, education, race, color, national origin, sex, age, religious preference, marital status, sexual orientation, sensory, mental and physical abilities, veteran status, or any other perceived differences. The resulting diversity is both a source of program strength and a matter of fundamental human fairness.