



Attorney Job Posting

Communities Rise is searching for an attorney to join our growing team. This is a great opportunity for anyone looking to showcase their talents and expand/grow their existing legal skillset and knowledge. This opportunity is well suited for those who are community-minded and committed to racial equity.

Communities Rise's mission is to foster movements to build power in communities impacted by systemic oppression. To create a more equitable system we pursue cross-sector collaborations and provide capacity building and legal services for community organizations and microenterprises.

- **Cross-Sector Collaborations** – We team up with funders, community organizations and community leaders to co-design, implement, and elevate initiatives for equity, diversity, and inclusion.
- **Capacity Building** – We build capacity in community organizations working in communities impacted by systemic oppression through our nonprofit cohort program, grant writing, and fundraising clinics.
- **Legal Services and Trainings** – We provide legal support to nonprofit organizations and microenterprises on their business legal needs through direct representation, legal clinics, and legal trainings.

Job Purpose

The Attorney will provide legal services to nonprofit organizations and microenterprises in Washington state, support planning for the legal program, provide limited grant reporting support, work closely with the Director of Legal Services, Client Services Coordinator, and Program Manager (Legal Team) to ensure the legal program meets the needs of our clients with integrity, and conduct outreach to develop relationships with community partners.

The Attorney must have experience in one or more of the following legal areas: nonprofit law, business transactional law, intellectual property, and/or employment law. We are seeking candidates with a strong social justice and racial equity lens and experience working with communities of color and communities who are impacted by systemic oppression with integrity, accountability, and empathy.

Job Description

1. Legal Work:
 - a. Provide legal assistance to nonprofits and microenterprises
 - b. Review inquiries and intakes, and delegate tasks to other Legal Team staff
 - c. Provide legal support to the Capacity Building department as needed
 - d. Review and approve legal applications for services

- e. Assist in placing legal matters with volunteer attorneys
 - f. Maintain caseload that includes direct representation, legal clinics, and other limited engagement matters
2. Program Development:
 - a. Assist in program development and strategic planning process, including developing programs, projects and tasks
 - b. Identify new and developing legal issues and respond to changing legal needs of small businesses and nonprofits
 - c. Identify lobbying and advocacy efforts for BIPOC small business and nonprofit communities
 - d. Assist with grant reporting
 3. Community Engagement and Outreach;
 - a. Conduct outreach in the community with a focus on South King County, East King County, and Pierce County
 - b. Develop and maintain meaningful relationships with community-based organizations, specifically BIPOC businesses and organizations
 - c. Manage ongoing community collaborative projects (internal and external)
 4. Racial Equity:
 - a. Work with Communities Rise staff, racial equity consultants, and partners to assist the development of our volunteer racial equity and competency training
 - b. Work collaboratively to ensure that internal policies reflect our values
 5. Education and Trainings:
 - a. Assist with design and facilitation of legal trainings and workshops, as needed
 - b. Collaboratively maintain and update legal alerts
 - c. Assist with [Nonprofit Advocates](#) attorney mentorship program
 6. Miscellaneous:
 - a. Assist with communications, fundraising, and administrative work
 - b. Other duties as assigned

Qualifications and Education

- Demonstrated commitment to building authentic relationships with BIPOC communities and interest in dismantling institutional racism;
- Demonstrated commitment to our [mission and vision](#);
- JD or equivalent and Washington State Bar Membership;
- Two or more years of experience in business transactional law, or academic equivalent;
- Ideally, experience in at least one of the following areas of law: intellectual property law, business law, nonprofit law or employment law;
- Excellent oral and written communication skills;
- Familiarity with using donor and client databases, including but not limited to Salesforce;
- Creative, flexible, and community-minded approach to solving problems and willingness to carry out the wide-ranging and often shifting responsibilities of a small and evolving nonprofit;
- Strong administrative skills; and

- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint), Google Drive, Mailchimp, and WordPress preferable.

The Attorney may be assigned other related duties as our work continues to grow and new opportunities arise. From time to time, this position is also required to work some evenings.

Compensation & Benefits

This is a 30-40 hours/week, exempt position with a starting annual salary range \$60,000-\$70,000, depending on experience and FTE/number of hours worked. The number of hours for this position is flexible based on the applicant's availability. This position reports to the Director of Legal Services.

We are currently working remotely. When it is safe to reopen our office, the position will be based in south Seattle with some travel to South King County, East King County, Pierce County, and occasionally to statewide conferences/events.

Benefits include:

- Flexible family-friendly work schedules;
- Medical, vision, and dental insurance package, 401k Plan, and monthly stipends for travel and personal phone expenses;
- To support the rest and regeneration of our employees, we offer generous paid time off;
- Encouragement and support of professional development;
- CLE trainings; and
- Washington State bar licensing fees.

Hiring Process & Timeline:

Please email your resume and 2-3 paragraphs in the body of your email telling us why you are interested in joining our team and where you learned about the Attorney position to jobs@communities-rise.org. The priority deadline is **October 14th**. Applications will be considered on a rolling basis until the position is filled.

The interview process will consist of 1-2 Zoom interviews with 2-4 Communities Rise Staff. We hope to hold interviews with selected candidates between October 21-23rd. We are aiming for the start-date to be between mid-November and early December.

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.