ORGANIZATION SUMMARY
The YWCA is the oldest and largest women’s organization is the world. The YWCA Spokane is dedicated to eliminating racism, empowering women, and standing up for social justice, helping families, and strengthening communities. Since 1913 the YWCA of Spokane has served as a source of strength for women and children in the Spokane community. The YWCA of Spokane’s three umbrella programs include the Domestic Violence Victims’ Services providing a 24-hour crisis line, emergency shelter, housing, counseling and legal services, the Women’s Opportunity Center providing job readiness assistance and Children’s Services which includes Child Advocacy and the Early Childhood Education and Assistance Program. For more information please visit www.ywcaspokane.org

JOB OPPORTUNITY
The YWCA Spokane legal team is seeking a contract attorney(s), preferably with an understanding of the dynamics of domestic violence and trauma, to assist survivors in family law matters in superior court and provide assistance to survivors in domestic violence protection order matters in both superior and district courts in our rural county partners. The YWCA Spokane’s civil legal department serves the following five rural counties: Ferry, Stevens, Pend Oreille, Lincoln and Pullman. This position may also provide assistance to survivors of domestic violence in issues relating to Title IX of the Education Amendments Act of 1972, as the need arises in our rural counties, as well as, Spokane County.

RESPONSIBILITIES
Primary job duties include providing legal support, direction, and document preparation for victims of intimate partner domestic violence in family law matters in superior court and domestic violence protection order matters in superior and district courts.

- Assist in the areas of dissolution of marriage, legal separations, parenting plan establishment, paternity, child support, obtaining temporary and emergency restraining orders in family law cases, obtaining temporary and permanent domestic violence protection orders
- Assistance in Title IX issues, and providing referrals and legal guidance in other legal areas.
- Accept referrals from Ferry, Lincoln, Pend Oreille, Spokane, Stevens, and Whitman Counties, and screen clients for appropriateness to be served.
- Directly represent qualifying clients in obtaining various orders in family law matters in superior and domestic violence protection orders in aforementioned rural counties as assigned by Supervising Attorney.
- Legal research and brief writing.
- Assist and/or advise victims of domestic violence in the preparation of legal documents and with the filing of protection order matters and/or family law matters.
- Directly represent and/or assist clients dealing with issues relating to Title IX of the Education Amendments Act of 1972.
- Serve as a link between the YWCA and the various legal communities including five rural communities.
- Travel to rural community partners to provide legal information and services.
- Maintain client records and statistical information on clients served.
- Assist with grant reporting.
- Develop and maintain relationships with the local bar, and other county programs/attorneys to provide follow up representation and possible pro bono work for clients.
- Serve as a link between the victim service agencies and the judicial and legal communities of their county.
- Attend 20 hours of Domestic Violence specific training per year and program staff meetings as necessary.
- Provide community education as appropriate.
- Performs all other duties as assigned by the Supervising Attorney.

POSITION QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:
- Demonstrate understanding and acceptance of mission, values, goals, and objectives of YWCA Spokane.
- Undergraduate degree and Juris Doctorate from an ABA accredited school required.
- Be a member of the Washington State Bar Association in good standing (If a member of another Bar, have the ability to transfer out-of-state license to the Washington State Bar Association).
- At least two (2) years of experience with a preference for experience in family law, domestic violence protection order matters and/or Title IX of the Education Amendments Act of 1972.
- Understanding of trauma informed advocacy desired.
- Ability to communicate effectively both orally and in writing.
- Proficient in legal research and writing.
- Comfortable with basic computer applications (such as Word, Excel, etc.).
- Able to manage time efficiently and demonstrate reliability.
- Able to maintain professional and ethical boundaries with clients, staff, and volunteers.
- Able to perform assigned duties in a manner consistent with applicable laws, regulations, and agency goals.
- Able to lift boxes of no more than 40 pounds.

COMPENSATION
This position has a variable schedule; 10 to 40 hours per week
Starting Pay: $30 - $35 per hour, depending upon experience

Please email resume and cover letter to ywcajobs@ywcaspokane.org

YWCA of Spokane is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.