Advocacy and Community Engagement Specialist
Kennewick, WA
Full time

columbialegal.org

Who We Are

Columbia Legal Services is a legal advocacy organization that advances social, economic, and racial equity for people living in poverty. We hold government agencies, institutions, and other actors accountable to address the root causes of racism and their manifestation in unfair treatment and inequitable access to resources, power, and opportunities based on race. We focus on dismantling unfair systems of mass incarceration and immigration. We believe that communities should have a voice in the creation and implementation of the policies, laws, and legal systems that impact them.

We are committed to an environment of mutual respect, collaboration, and equal opportunity for all employees, and strongly encourage applications from people of color, immigrants, people who have been affected by mass incarceration, and other underrepresented and historically marginalized groups. We believe in building and sustaining an organization that is reflective of the communities we serve, and is diverse in work background, experience, education, race, color, national origin, sex, age, religion, marital status, veteran status, sexual orientation, gender identity, ancestry, national origin, or sensory, mental and physical abilities. We believe that the resulting diversity is both a source of program strength and a matter of fundamental human fairness.

Position Summary

Columbia Legal Services seeks a full-time **Advocacy and Community Engagement Specialist** to join our advocacy team, based in our **Kennewick** office. Our Advocacy and Community Engagement Specialists ensure that our work centers community needs and voices by building and maintaining meaningful relationships with our community partners and identifying opportunities to transform systems and harnessing collective power. This position works closely with community partners to gather community requests and evaluate whether they align with CLS' priorities, investigate issues, and integrate community and racial equity into our policy and litigation advocacy. All interested applicants that meet the qualifications are encouraged to apply. This position is based in **Kennewick, WA** and involves frequent regional and occasional statewide travel.

Responsibilities include:
- Establish and maintain long-term, accountable relationships with current and prospective clients, and community-based organizations and partners, with a particular focus on the Tri-Cities and Lower Yakima Valley regions.
- Assist in the creation and implementation of an organizational statewide community engagement strategy.
- Regularly organize and attend community and tabling events.
- Support litigation through field investigations, interviews, document review, and research.

- Working with community partners, help develop, draft, and distribute advocacy information such as talking points, videos, reports, and one-page summaries.
- Research, develop, and advocate for policy reform and proposals with community partners, track and support policy initiatives, and provide updates and education to community partners.
- Present and advance community-identified policy initiatives to legislators and stakeholders.
- Develop advocacy and strategies that center community needs.

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and others may be assigned.

Qualifications

- Two years of experience in community mobilization, coalition building, or relevant work.
- Lived or other demonstrated meaningful and sustained experience with people living in poverty, people of color, immigrant, or indigenous communities or the criminal legal system.
- Commitment to confronting, exposing and dismantling all forms of structural bias and oppression, and an ability to identify issues within communities.
- Understanding of and interest in advancing anti-racist grassroots organizing strategies.
- Ability to work well on a team, prioritize responsibilities, and meet deadlines.
- Strong interpersonal, presentation or storytelling, and problem-solving skills.
- Understanding of the importance of self-care, and a willingness to take breaks and vacations.
- Reasonable flexibility, and the ability to travel and regularly attend evening and weekend events—employee's regular schedule will shift to accommodate event attendance.
- A valid U.S. driver's license or the ability to obtain one, and the ability to drive a car.
- Familiarity with the state legislature and legislative process and/or class action litigation a plus.
- Spanish language proficiency required; additional relevant language skills are a plus.

Compensation

This full-time, non-exempt position is a bargaining unit position, eligible for representation by Washington Legal Workers, our in-house labor union. Salary is commensurate with years of experience, based on a scale governed by our collective bargaining agreement. The salary range for 0-7 years of experience is $46,818-56,416 and includes an annual cost-of-living adjustment. We also offer a comprehensive compensation package with 15 paid holidays, between 15-21 paid vacation days, 12 sick days, and between 3-5 personal days each year, as well as paid parental and family medical leave benefits and a partially-paid sabbatical every 7 years. We pay 100% of employee premiums for excellent health, vision, and dental benefits plus 50% of the maximum out-of-pocket deductible and offer heavily subsidized family premiums. We also offer a 403(b) retirement benefit with employer contribution and a match, disability and life insurance, a subsidized transit pass, and an employee wellness program.

To Apply

Send a cover letter and resume as one PDF document to careers@columbialegal.org. Please make **Advocacy and Community Engagement Specialist** your subject line. We accept applications on a rolling basis, with priority given to those received before March 22, 2021. CLS will only contact you if we decide to pursue your application. If you need a reasonable accommodation for the application process, please contact the above email.