

## Who We Are

Columbia Legal Services is a civil legal aid organization that advances social, economic, and racial equity for people living in poverty. Through community-led movement lawyering and a systemic approach, we support communities and movements by bringing deep legal expertise that is grounded in – and strongly guided by – an understanding of race equity. **We share a deep commitment to serve and advocate alongside our clients as we seek justice together.**

We seek systemic solutions by bringing class action lawsuits, using cutting edge legal theories, engaging in policy advocacy, and supporting communities in building their own power. We have a special responsibility to serve people whose access to free legal services is restricted, focusing our advocacy on dismantling and transforming two of the key racialized systems that perpetuate poverty, injustice, and dehumanization: mass incarceration and the impacts of the immigration system.

**At CLS we seek for our team to reflect our organizational values of community, race equity, and justice.** This includes hiring staff with connection to the communities we serve, where feasible, and a commitment to strive for justice and equity in our hiring practices and in our staff culture.

## Position Summary

Are you looking to help make real, systemic change?

Columbia Legal Services seeks a bilingual (English and Spanish) **Temporary Legal Administrative Assistant** to provide administrative support as part of our legal support team.

This role will primarily provide coverage while other staff are on sabbatical, assisting with digital and physical file management, research projects, and general office support.

CLS brings its core values of community, race equity, and justice into all aspects of its work, and we seek an individual for this role who aligns with these values.

All CLS staff have the ability to complete some work remotely; however, this position will require some physical presence at the office. **This position is based at our Wenatchee office, but we are open to filling the role at our Yakima office.**

Beginning February 1, 2022, CLS requires that all employees adhere to our COVID-19 vaccine mandate through proof of vaccination or by requesting a medical or religious accommodation.

## Responsibilities

- Digital and physical file management
- Assisting attorneys with development of materials for cases and hearings, including research and data analysis
- Administrative support including but not limited to scheduling, data entry, and drafting documents
- Client communications (verbal and written)
- Utilizing legal technology to support closing case files

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

- Excellent communication and interpersonal skills (oral and written) in both English and Spanish
- Comfort with and ability to quickly learn new technology
- Experience with Microsoft Office Suite including Word, Excel, and Office
- Experience conducting data analysis
- Experience conducting research, including strong internet research skills

### Preferred But Not Required:

- Customer service or administrative assistant experience
- Intermediate or higher skills in Microsoft Excel
- Working knowledge of and/or lived experience with immigrant farmworker communities

## Compensation

This Temp 1 role is a temporary, non-exempt, hourly position at 20-35 hours per week (full-time preferred between June 15 – September 15; willing to provide flexibility if needed). This position is currently expected to go through November 10, 2022, not to exceed 6 months total.

Compensation for this position is \$16 - \$21 per hour depending on experience, and it is not eligible for representation by Washington Legal Workers, our in-house labor union. We do not offer any paid benefits for this position, with the exception of one hour of paid sick leave for every 40 hours worked.

## To Apply

Send a resume in PDF format to [careers@columbialegal.org](mailto:careers@columbialegal.org). Please make **Temporary Administrative Assistant** your subject line. We accept and review applications on a rolling basis and will remove the position from our website once it is filled. If you need a reasonable accommodation for the application process, please contact the above email.

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.