

# FAIR WORK CENTER

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## Yakima Paralegal Job Opportunity

### ABOUT OUR ORGANIZATION:

Our organizing shifts the debate about economic justice and is focused on building an economy that puts workers first. Along with our partner organization, Working Washington, we build worker power through education, organizing, and enforcement. Our campaigns include organizing delivery workers in the gig economy, enforcing Seattle's domestic worker bill of rights, and making Washington's workplace laws among the best in the country. We are building a statewide base of workers who will continue to drive our future campaigns to reduce income inequality, center the needs of immigrant workers and workers of color, and shift the balance of power back to working people. We are building an organizational culture rooted in worker leadership, mutual respect, and the power of organizing.

### ABOUT THE ROLE:

We are looking for a new **Paralegal** dedicated to advancing the rights of low-wage, immigrant, and historically excluded workers. They should be motivated by helping to ensure that workers know their rights, have the opportunity to hold their employers accountable, and can advance change in their workplaces. They will play a key role in advancing ongoing litigation and coordinating in-person worker events like public clinics. In addition to working directly with clients, they will support our efforts to document the impact of our work for supporters and funders. This position will report to the Legal Director and will be based at Centro Chinampa in Yakima, with some travel to our Seattle office on occasion. They will collaborate closely with staff across the organization to ensure we can continue building Washington's worker movement.

### KEY RESPONSIBILITIES

We recognize that race equity is central to advancing the mission of our organization. All staff are expected to integrate race equity into the performance of their position's duties.

#### Worker Inquiry Coordination

- Monitors email, phone and web form inquiries from workers contacting the organization.
- Maintains referral resources for workers in the intake process.
- Coordinates with other teams to respond to new worker inquiries and to direct internal referrals to the Legal Clinic.
- Collects and organizes worker intake information.

## **Legal Clinic Administrative Support**

- Provides case management support to new and concluded matters, including: opening and closing cases in the clinic's database, producing and distributing close letters, and updating case status on the Clinic's case tracking documents.
- Prepares grant reports as directed by the Legal Director.
- Prepares reports that assist the Clinic in measuring the team's impact, including measuring case outcomes and equity priorities.
- Provides logistical and administrative support to clinics and other public events in which the clinic is participating.

## **Intake & Client Representation**

Under attorney supervision, the paralegal:

- Conducts initial intakes.
- Conducts factual research, including worker interviews, witness interviews, and document gathering.
- Reviews documents provided by clients or during discovery with attorney oversight.
- Prepares draft damages calculations for litigation and settlement, with attorney oversight.
- Drafts internal analysis of potential claims and enforcement options.
- Prepares correspondence and other case related documents.
- Files pleadings and other documents with the appropriate court or agency.
- Interacts with court staff regarding filing, other logistical matters.
- Provides workers pro se assistance in navigating enforcement processes.

## **Additional Duties**

- Participates in initiatives to advance equity in the organization's work.
- Other duties as assigned by the Legal Director.

## **CANDIDATE EXPERIENCE & SKILLS**

### **Required**

- Professional working fluency in Spanish (spoken and written).
- Comfortable meeting new people, introducing them to our organization, and determining how to best support them
- Detail oriented and able to keep track of multiple projects and deadlines at the same time.

### **Preferred**

- Experience working with, or personal experience with, the obstacles and opportunities facing low-wage, immigrant, and historically excluded workers.
- Connections to, and familiarity with, the Yakima Valley, or a similar community.
- Prior experience working as a paralegal.

- Prior experience managing complex, document heavy workflows.
- Experience with databases, particularly Salesforce.

**Salary & Benefits:** This is a bargaining unit position. Rates of pay are set by the union pay scale, with starting pay between \$29.58 per hour and \$33.92 per hour based on relevant experience, and significant annual step increases each year. Generous benefits package, including fully-paid family health care, employer 401k contribution, substantial holidays, vacation and sick leave, and ORCA card.

**Location:** This position is based in our Yakima office, with potential occasional work out of our Seattle office. We are a hybrid workplace and expect this role will have a combination of in-person work multiple days per week at the Yakima office and work that can be performed remotely. We are open to considering strong candidates who currently live out of state but are willing to relocate. The position may require occasional evening and weekend work and occasional travel throughout the state.

**Other Information:**

**How to Apply:** Interested applicants should submit a cover letter, resume, and writing sample (not to exceed five pages) to [jmiller@fairworkcenter.org](mailto:jmiller@fairworkcenter.org) with the applicant's last name and "Paralegal" in the subject line. In your cover letter, let us know why you're interested in this role and which skills you believe will make you successful in it. Applications will be reviewed on a rolling basis, with the priority deadline for applications by October 20, 2023.

**Commitment to Equity:** Fair Work Center is an Equal Opportunity Employer. We strongly encourage people from communities most negatively affected by historical and ongoing inequity to apply, particularly: people of color, immigrants, women, lesbian, gay, bisexual, queer, trans, and gender non-conforming people, and people with disabilities. We seek candidates whose lived experiences reflect the lived experiences of the workers we support. If you need disability, language or other accommodation in the application process, please contact Zhi Chen at [zhi@fairworkcenter.org](mailto:zhi@fairworkcenter.org).