

EXECUTIVE DIRECTOR
Snohomish County Legal Services
2731 Wetmore Ave., Suite 410
Everett, WA 98201

PROGRAM DESCRIPTION:

Snohomish County Legal Services is a non-profit volunteer attorney program that works in close collaboration with other legal services providers to ensure that the area's delivery network provides for a full-range of legal assistance to low-income clients. Current staffing includes a director, 2 staff attorneys, a housing justice coordinator, and a legal support specialist. Program services include direct representation, advice clinics, domestic violence services, and pro se assistance.

RESPONSIBILITIES:

The Executive Director has overall responsibility for the leadership and management of the agency. Principal aspects of the position include:

Leadership: Responsible for managing all program services of the agency, implementing policies and objectives established by the Board of Directors, reporting to the Board at monthly meetings, promoting and maintaining connections with human services resources throughout Snohomish County, and serving as an energetic and effective liaison between the agency and the rest of the Washington State civil Access to Justice community.

Funding and Fiscal Administration: Responsible for preparation of agency budget and assuring that adequate financial resources exist for carrying out programmatic needs, including writing of grants, and private fundraising activities; responsible for assuring that the fiscal, administrative, and accountability procedures of grantors are met, including preparing and recording reports, keeping statistics and monitoring grant expenditures and receipts; responsible for leading auction planning, including working with Board auction committee, supervising auction contractors, communicating with auction partners and organizing volunteers.

Needs Assessment: Responsible for leading the agency in assessing the ongoing needs of low-income Snohomish County clients, setting of immediate priorities and long-range goals, and development of creative models to meet client needs.

Staffing and Supervision: Responsible for hiring of agency staff and for providing guidance, performance management, supervision, support, and resources to enable staff members to contribute to program advocacy and serve clients at the highest level.

Capacity Building: Responsible for volunteer attorney recruitment, training, and recognition; and for assuring that community collaboration, networking, education and outreach expands and strengthens resources for low-income people in the county.

Legal Assistance: Responsible for review of client files and further assistance as appropriate after advice clinics and classes and for referral to volunteer attorneys for representation; provide occasional direct client assistance as needed.

SUPERVISOR:

The Executive Director is hired, supervised, and evaluated by the Board of Directors and is directly accountable to it.

QUALIFICATIONS AND CAPABILITIES:

- ◆ Law degree, admission to practice in Washington, and minimum of 5 years legal experience. Family law experience necessary.
- ◆ Commitment to public service and understanding of civil legal needs of low-income people, including the unique needs of vulnerable populations.
- ◆ Ability to communicate effectively and work collaboratively with diverse groups of people with varying perspectives, experience, and expertise.
- ◆ Initiative, creativity and problem-solving abilities; not averse to risk, and able to embrace change and uncertainty.
- ◆ Proficient with computers. Ability to learn and integrate new technologies and methodologies.
- ◆ Experience with non-profit agencies.

For questions, or to submit a cover letter and resume, contact Matt Brady (member of search committee for Board of Directors) at mattb@nwjustice.org