



1200 Fifth Avenue, Suite 600 | Seattle, WA 98101

KCBA Pro Bono Services Housing Justice Project

Volunteer Position: Legal Assistant

The Housing Justice Project (HJP) is a homelessness prevention program seeking volunteer legal assistants committed to social justice and interested in helping people in their community by providing legal assistance to low income tenants facing eviction. Nationally recognized, HJP is the only court-based, housing-related legal services program in King County that provides direct, immediate and real-time client representation to low-income residential tenants facing eviction in King County.

General Duties:

- Open and close the HJP clinic
- Conduct client intake interviews, collect court pleadings and relevant documents
- Provide administrative support and legal research for volunteer attorneys
- Maintain client files in legal server data base
- Interact with courthouse staff

Time Commitment: Legal assistants agree to a six-month volunteer commitment, one morning or afternoon shift per week. Morning volunteer hours are weekdays from 8:00 a.m. to 12:00 p.m. (noon) at the King County Courthouse in Seattle and the Regional Justice Center in Kent. HJP afternoon volunteer hours are Mondays (Seattle only) from 4:00 p.m. to 6:00 p.m. at the King County Courthouse.

Qualifications:

- Strong organizational and time management skills
- Ability to work with clients from diverse cultural, social, and economic backgrounds and those with mental health issues
- Legal assistant volunteers are paralegals, law students, those considering law school or community members interested in helping low income tenants
- Resume, cover letter and in-person interview required

Benefits: Volunteering provides a forum for networking with legal professionals, building client interaction skills, and gaining confidence in working within the court system.

Training and Support: Volunteer legal assistants attend several shifts of on-site training and work directly with HJP staff or experienced volunteers until they are comfortable working individually with clients. The Housing Justice Project provides continual mentoring and support for volunteers.

Apply online: http://www.kcba.org/pbs/volunteer_app.aspx