



We're Hiring!

Position: **Legal Assistant**

Location: Portland, Washington D.C., Remote

Salary: \$25-30/hr

Compassion & Choices is seeking a **Legal Assistant** to help advance our advocacy, medical outreach and education efforts across the country.

This position is primarily responsible for supporting three attorneys with various aspects of the day-to-day operation of a busy national advocacy organization.

This is a full-time, Portland/Washington D.C./remotely-located, hourly-paid (overtime eligible) position reporting to the Chief Legal Advocacy Officer/General Counsel. Compensation offered will be commensurate with experience.

We offer excellent benefits including employer-shared medical and dental insurance premiums, employer-paid short- and long-term disability, life and accidental death & dismemberment insurance, flexible spending account for medical and child care, commuter pre-tax benefit, eligibility to participate in 401K with generous 5% employer match and 100% vested at time of eligibility, 12 paid holidays, 17 PTO days first year, and floating holidays.

This position will primarily be responsible for:

- Supporting three attorneys in day-to-day legal advocacy duties including all administrative tasks.
- Maintaining an organized paperless legal office.
- Conducting intake and evaluation of legal requests from prospective clients.
- Providing research support under tight deadlines.
- Advancing long-term legal monitoring projects.
- Providing cite checking and proofreading as needed.
- Timely and accurate completion of related reports (such as "P card" statement, performance reviews, time cards, etc.).
- Demonstrates commitment to and active support of C&C's Diversity & Inclusion program.
- Support of all C&C efforts as requested; including, but not limited to, activities such as identifying prospects, briefing donors, alerting staff of fundraising opportunities, reaching out to donors, participating in phone-a-thons, etc.
- Other duties as assigned

Required Qualifications (You will be a good fit if you have the following):

Education and Experience:

- Four-year degree, B.A. or B.S., in a field related to law, medicine or social change.
- Minimum two years of experience in a legal office or in an advocacy organization with a legal component required. Relevant experience may substitute for a degree.

Skills:

- Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from clients, volunteers or members of the legal community.
- Ability to define problems, inductive and deductive reasoning...collect data, establish facts, and draw valid conclusions. Ability to interpret legal precedent and understand interplay between various courts, legislative activity and ballot initiatives.
- To perform this job successfully, an individual must have high-level working knowledge of Microsoft Office, Adobe Acrobat Pro, Westlaw, Clio, DocketBird and other appropriate cloud and legal software tools.
- High level attention to detail and accuracy; ability to meet all deadlines.

How to Apply:

Apply to the position through the following link: [Application Link](#). Current resume and cover letter should be submitted as one PDF document. In your cover letter, please (1) indicate how your personal philosophy aligns with our mission, (2) provide a brief summary of your directly related experience, and (3) provide your salary expectation (with a specific amount/range vs 'negotiable').

Questions about the position may be directed to Jobs@compassionandchoices.org.

About Compassion & Choices

Across the nation, Compassion & Choices works to create a society that affirms life and accepts the inevitability of death, embraces expanded options for compassionate dying, and empowers everyone to choose end-of-life care that reflects their values, priorities and beliefs. To make this vision a reality, we improve care, expand options and empower everyone to chart their end-of-life journey.

Compassion & Choices is committed to building a staff that reflects the diverse communities that make up our country. We are an Equal Opportunity Employer and recruit, hire, train, promote, and administer any and all personnel actions without regard to age, color, creed, disability, economic status, ethnic identity, gender identity, national origin race, religion, sex, sexual orientation, veterans status, or any other basis prohibited by applicable law.

Link to Job Description: <https://compassionandchoices.org/about-us/employment>