



## **Legal Assistant – Drivers Union**

The Drivers Union is a worker organization representing gig workers in Washington State, primarily Uber and Lyft drivers. For years gig workers have had their rights and their input into their working lives restricted. The Drivers Union is one of the first organizations in the nation to provide a legislative and legal framework for drivers to have a true and legitimate voice in their work lives. Drivers have fought long and hard to establish these rights and are looking for staff who are committed to fight for social and economic justice for their communities.

The Drivers Union is seeking a full-time Legal Assistant who can provide a full range of support to the organization and the workers that Drivers Union serves. This position will require:

### **PRIMARY RESPONSIBILITIES**

- Perform responsible legal support to Staff Attorneys including case management, assistance with investigations, and preparation for panel or arbitration proceedings.
- Handle large volume case load and intake process.
- Strong calendaring, planning, time management, and organizational skills
- Excellent verbal and written communication skills; analytical thinking and a keen eye for detail.
- Familiarity with workplace applications (i.e. MS Office suite, video conferencing) and database software.
- Ability to remain calm and professional on the phone and in person when dealing with difficult and stressful situations
- Maintaining records and databases, with dedication to achieving a high level of error-free productivity.
- Working well within a team, and willingness to work long and irregular hours
- Along with all employees, help maintain a positive, respectful, welcoming, professional and culturally competent work environment.
- Other duties, responsibilities, and activities that may change at any time.

### **QUALIFICATIONS**

- At least (5) years relevant education and/or legal support experience.
- Considerable knowledge of legal terminology, procedures, documents and principles related to legal support work.
- Ability to maintain confidentiality of sensitive material.
- Experience managing multiple deadlines and monitoring and reviewing status of cases.
- Experience preparing, formatting, editing and finalizing legal documents and communications.
- Strong record of cultural competence and cross-cultural communication skills.

Particular consideration will be given to candidates with for-hire driving experience, fluency in language(s) other than English, and community leadership in the region's diverse immigrant and refugee communities. Applicants will be considered regardless of race, color, creed, national

origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Drivers Union encourages people of all backgrounds to apply.

Drivers Union offers a competitive salary and excellent benefits including full family medical, dental and vision, paid time off, retirement, etc.

To apply, please submit: cover letter and resume covering your work history; writing sample; and a minimum of three professional references to [jobs@driversunionwa.org](mailto:jobs@driversunionwa.org).