

PORTLAND LAW COLLECTIVE, LLP

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The Portland Law Collective is seeking a non-attorney member.

Who We Are. The Portland Law Collective, LLP was founded in January 2010 as a collectively-run law firm. We represent organizations, activists, and individuals in civil rights, labor law, and criminal defense cases. For example, we represent individuals subjected to excessive force or other abuses by police and prison authorities. We represent criminal defendants, some arrested for political activity and many not. We bring wage and hour claims on behalf of individual employees. We also represent labor unions and provide a range of advice and assistance to other activist organizations.

The Collective's core values include:

- expertise and excellence in the service of our clients,
- supporting progressive social movements,
- working in an egalitarian and supportive environment, and
- building a financially stable law practice without letting financial considerations dominate our choice of work.

Our Structure and Compensation. To the greatest extent that is consistent with professional ethical obligations, the Collective applies the principles of consensus and equality to all aspects of our practice, including compensation. We are committed to making sure all members have an equal voice in shaping the organization and to building a culture that is non-hierarchical, sustainable, supportive, and fun.

Job Description. The Collective seeks a new, full-time member to do a variety of non-attorney work. We're looking for someone with an aptitude and interest in the following work functions:

- Office management including book keeping,
- Preparation of legal documents and correspondence, and
- Discovery and trial preparation.

Qualifications. Dedication to the Collective's vision and to excellence in legal representation will be key in our choice of a new member. We will also consider qualifications such as:

- Paralegal or office assistant training and experience,
- Office management training and experience,
- Book keeping training or experience
- Activist experience,
- Experience with Collective living or working arrangements,
- Writing and interpersonal communication skills,
- Computer skills (*e.g.*, Word, Excel, QuickBooks, and local area networks), and
- Spanish language skills.

If you are interested in becoming a member of the Portland Law Collective, please send us a resume and a letter describing what you would bring to the Collective and why you are interested in becoming a member. If possible, please also include a writing sample such as legal, professional, activist or academic writing. You should also feel free to provide any other material you think is helpful.

Please send your applications to: HUDSON@portlandlawcollective.com or 1130 SW Morrison St., Suite 407, Portland, OR 97205. We are accepting applications now and we will take them on a rolling basis until the position has been filled. So the sooner we know you are interested the better.

You can learn more about us from our website: <http://portlandlawcollective.com/>. You might also want to look at the website for the Portland Chapter of the National Lawyer's Guild, of which we are all active members: <http://portlandnlg.org/>.