

**Eviction Diversion Program Legal Assistant
Legal Aid of Western Michigan
Kalamazoo and St. Joseph Offices**

Position: Legal Aid of Western Michigan (LAWM) has openings for Eviction Diversion Program Legal Assistants at its Kalamazoo and St. Joseph offices. These are a short-term grant-funded position that will conclude on December 31, 2021. EDP Legal Assistants will assist LAWM attorneys with eviction prevention work. Duties will include assisting LAWM attorneys with interviewing clients, organizing files for litigation and grant compliance, client database management and other clerical work.

Description of Program: LAWM provides free civil legal services to low income persons and seniors in a wide variety of poverty law areas such as housing, consumer, family law and public benefits.

Qualifications: The ideal candidate will have a bachelor's degree, excellent written and verbal communication skills, strong computer skills, especially in Microsoft Office, and reliable transportation. Prior experience in human services or a law office and fluency in Spanish preferred.

Salary & Benefits: This is a full-time position with an annual salary from \$32,300, DOE. LAWM offers a generous health plan, and a vacation/sick leave package.

LAWM is an equal opportunity employer.

Application Deadline: April 23, 2021

Please send resume and cover letter that specifies which office location you would prefer to:

- Julia Smith, Executive Assistant: jcsmith@lawestmi.org
- or submit online at <https://lawestmi.org/careers/>