

**Eviction Diversion Program Legal Assistant
Legal Aid of Western Michigan
Muskegon Office**

Position: Legal Aid of Western Michigan (LAWM) has an opening for an Eviction Diversion Program Legal Assistant at its Muskegon office. This is a short-term grant-funded position that will conclude on December 31, 2021. The EDP Legal Assistant 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: July 23, 2021

Please send resume **and cover letter** to:

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