



LEGAL AID OF WESTERN MICHIGAN

Part-time Legal Assistant – Pro Bono Program Grand Rapids

Who We Are: We are a nonprofit law firm that proudly delivers free legal assistance to communities in 17 Southwest Michigan counties. We serve people who live in or near poverty, as well as older adults. Our legal work involves preventing homelessness, securing safety and independence for survivors of domestic abuse, ensuring that people have the basic income they need to meet the necessities of life, and more. We are an equal opportunity employer. We seek to build a diverse and inclusive team to best meet our client communities' needs.

Position: our Pro Bono Program refers some of our clients to volunteer lawyers who represent our clients for free. The Part-time Legal Assistant will be an important member of our Pro Bono Team, working closely with the Team and interacting with both clients and volunteer attorneys.

The Legal Assistant will work 20 hours per week, schedule negotiable, starting in May 2023.

Responsibilities:

- Completing new client intake screenings, gathering documents from clients, and assembling client case files
- Preparing client case files for referrals to volunteer attorneys.
- Organizing and maintaining physical and electronic files
- Assisting Pro Bono Team Members with scheduling, event planning, mailing, and work-related errands, as needed
- Communicating with clients and others on the telephone, over email, in person, and in other ways
- Adhering to LAWM program priorities and all policies/procedures, while working with the highest professional and ethical standards.

Qualifications:

- Associates degree or paralegal certification preferred
- Excellent written and verbal communication skills
- Basic computer skills and proficiency with Microsoft Word and Excel
- Demonstrated skills at socioeconomic and cultural sensitivity and the ability to work with people
- Strong organizational skills and the ability to juggle multiple deadlines and a variety of tasks
- Prior office experience in human services
- Fluency in Spanish preferred

Salary/Benefits: Hourly salary would be \$19.80/hr, depending on experience. We offer a salary of \$21.12 for individuals who are bilingual and Biliterate in English and Spanish. We are committed to promoting healthy work/like balance, and our staff members enjoy:

- Generous annual leave and sick leave
- Thirteen paid holidays per year
- Annual employer contributions to 403b accounts for eligible employees
- Working on a team which positively impacts our communities
- In addition, our organization is a qualifying employer for most student loan forgiveness programs.

TO APPLY, send resume and cover letter to Human Resources Assistant,
Emily Vermeesch, at evermeesch@lawestmi.org.