



## **Staff Attorney Muskegon**

**Who We Are:** We are a non-profit law firm that proudly delivers free legal assistance to communities in 17 Southwest Michigan counties with offices in Grand Rapids, Kalamazoo, Muskegon, Holland, and St. Joseph. We protect rights, challenge injustice, and fight poverty through free legal advocacy for people and families. Our civil legal work involves eviction defense and preventing homelessness, securing independence and safety for survivors of domestic abuse, ensuring that people have the basic income they need to meet the necessities of life, and more. LAWMM is an equal opportunity employer, and we seek to build a diverse and inclusive team in order to best meet the needs of our client communities.

**Position:** Legal Aid of Western Michigan (LAWMM) has a position open for a Staff Attorney in its Muskegon office. This is a grant-funded position working in eviction defense. We expect this position to be funded through December 2024.

### **Responsibilities:**

- Conduct intake appointments with clients seeking legal help for housing-related issues
- Manage a litigation caseload of eviction defense cases
- Successfully manage multiple tasks
- Build collaborative relationships within the community

### **Qualifications:** The ideal candidate will possess:

- A license to practice law in Michigan or be eligible to be admitted by waiver, or able to become licensed by November 2023
- Experience practicing law, preferably with a legal services program or clinic
- Demonstrated commitment to provide access to justice for low-income individuals and households
- Excellent written and oral communication skills
- Spanish Language proficiency is highly valued

**Salary/Benefits:** Full-time salary from \$60,000 depending on experience. We offer an additional \$2,400 annual stipend for an individual who is bilingual and biliterate in English and Spanish. We are committed to promoting healthy work/life balance, and our staff enjoy:

- Office hours – Monday through Friday 8:30am- 4:30pm
- Generous annual leave and sick leave
- Thirteen paid holidays per year
- HMO and HSA health insurance options, as well as a payout option for staff who do not require health insurance
- Life and long-term disability insurance
- Annual employer contributions to 403b accounts for eligible employees
- Being part of a team that is making a positive impact on their communities.
- Professional development opportunities.
- In addition, our organization is a qualifying employer for most loan forgiveness programs.

**TO APPLY,** send resume and cover letter **no later than December 1, 2023** to Human Resources Assistant, Emily McGavin at [emcgavin@lawestmi.org](mailto:emcgavin@lawestmi.org).