



LEGAL AID OF WESTERN MICHIGAN

Housing Legal Assistant Kalamazoo Office

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. LAWMI 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: A Legal Assistant works under the direction of LAWMI attorneys to assist with reception, client intake, legal work, and recordkeeping. This is a grant-funded position working with a team of attorneys focusing on eviction defense. Funding for this position is expected at least through December 2024.

Responsibilities:

- Preparing legal documents and correspondence.
- Other clerical and data management tasks.
- Organizing and maintaining physical and electronic files.
- Screening applicants for services for eligibility and case priority.
- Written and verbal communication with clients and others.
- Assisting with scheduling, mailing, court filing, and errands as needed.
- Adhere to LAWMI program priorities and case handling policies/procedures, as well as the highest professional and ethical standards.

Qualifications: The ideal candidate will have an associate degree or paralegal certification, excellent written and verbal communication skills, basic computer skills and proficiency in Microsoft Office, demonstrated socio-economic and cultural sensitivity and the ability to work with people, strong organizational skills. Prior work experience in human services or a law office and fluency in Spanish strongly preferred.

Salary/Benefits: Full-time salary from \$36,040, 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:

- A 35-hour work week, office is open Monday - Friday from 8:30am to 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.
- In addition, our organization is a qualifying employer for most loan forgiveness programs.

TO APPLY, send resume and cover letter to Human Resources Assistant,
Emily McGavin, at emcgavin@lawestmi.org by 11/24.