



Managing Attorney – Muskegon Office

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: The Managing Attorney of our Muskegon office handles a varied caseload, supervises a staff of five employees, and manages all office functions.

Responsibilities:

- Handle a litigation caseload of clients with various legal needs
- Manage intake systems and all workflows for the office in conjunction with the Director of Litigation, ensuring that work is divided efficiently and effectively, and that the office is providing high quality legal services equitably to members of LAWWM's client communities
- Work onsite while the office is open, handle client concerns, and be responsible for managing emergencies
- Supervise office staff and attend to the human resources needs of the office in conjunction with the Executive Director and the Director of Human Resources
- Ensure the office's compliance with federal regulations and grant conditions – including data collection - in conjunction with the Director of Program Operations and the Executive Director, and assisting with grant reporting as needed
- Develop and maintain productive working relationships with volunteers, community partners, governmental agencies, and bar associations in conjunction with the Executive Director and Director of Community Engagement
- Adhere to LAWWM program priorities and all policies/procedures, while working with the highest professional and ethical standards

Qualifications:

- Juris doctorate degree, licensed and in good standing with the State Bar of Michigan
- At least five years' experience as a practicing litigator
- Program management and/or supervisory experience preferred
- Demonstrated skills in socioeconomic and cultural sensitivity
- Excellent written and verbal communication skills
- Strong organizational skills
- Fluency in Spanish preferred

Salary/Benefits:

Full-time scaled attorney salary from \$78,250 depending on experience. We offer an additional \$2,520 annual stipend for an individual who is bilingual and biliterate in English and Spanish.

We are committed to promoting healthy work/like balance, and our staff enjoy:

- Office hours: Monday through Friday 8:30 AM to 4:30 PM
- 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 account for eligible employees
- Being part of a team making a positive impact on their community
- Professional development opportunities
- In addition, our organization is a qualifying employer for most loan forgiveness programs

TO APPLY, send resume and cover letter to our HR Team at careers@lawestmi.org.