



Pro Bono Program Assistant Grand Rapids

Legal Aid of Western Michigan (LAWM) is a non-profit law firm that proudly delivers free legal assistance to communities across West Michigan. **At LAWM, our core mission is to protect rights, challenge injustice, and fight poverty through free legal advocacy for people and families.** We are looking for a new Pro Bono Program Assistant who will play an essential role in supporting that mission. LAWM is an equal opportunity employer.

Under the supervision of the Pro Bono Supervising Attorney, the Pro Bono Program Assistant assists with client intake, legal work, recordkeeping, and event planning. This is an onsite position working in LAWM's extension office Monday through Friday from 8:30 AM – 4:30 PM located in Grand Rapids, Michigan.

The Pro Bono Program Assistant is a full-time, exempt, salaried position, a starting annual salary is \$38,123, or higher depending on experience. We offer an additional \$2,600 annual stipend for an individual who is bilingual and biliterate in English and Spanish.

Responsibilities include but are not limited to:

- Volunteer management: managing lists of attorney and non-attorney volunteers.
- Case management: assisting with case referrals, checking in on open cases, and ensuring timely closure of cases.
- Assist with planning and logistics for legal clinics, trainings, and other events.
- Written and verbal communication with clients and others.
- Organizing and maintaining physical and electronic files.
- Screening applicants for services for eligibility and case priority.
- Preparing legal documents and correspondence.
- Other clerical and data management tasks.
- Assisting with scheduling, mailing, court filing, and errands as needed.
- Adhering to LAWM program priorities and case handling policies/procedures, as well as the highest professional and ethical standards.

The ideal candidate will have the following education, skills and experience:

- An associate's degree
- Excellent written and verbal communication skills
- Demonstrated socio-economic and cultural sensitivities
- Ability to work alongside others and within team settings
- Strong organizational skills
- Prior work experience in human services or a law office preferred
- Fluency in Spanish preferred
- Basic computer skills

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

- A 35-hour work week
- Generous Annual Leave and Sick Leave
- Thirteen Paid Holidays per year
- HMO and HSA Health Insurance options, with an employer contribution to premiums, as well as a payout option for staff who opt out of health insurance coverage
- Employer-Paid Dental and Vision Insurances
- Employer-Paid Short-Term and Long-Term Disability Insurances
- Employer-Paid Life and AD&D Insurance
- Annual employer contributions to 403b accounts for eligible employees
- Being part of a team that is making a positive and lasting impact on their communities
- In addition, our organization is a qualifying employer for most loan forgiveness programs

To apply, please send your resume and (optional) cover letter to our HR Team at Careers@lawestmi.org. We will be accepting applications through Wednesday, November 12, 2025, or until the position is filled.