



LEGAL AID
OF WESTERN MICHIGAN

**Part-Time Legal Assistant
Temporary Summer Position
Grand Rapids**

Legal Aid of Western Michigan (LAWM) is seeking a driven and motivated Part-Time Legal Assistant to join our team of passionate, mission-driven individuals at our Grand Rapids office for the summer! This is an ideal position for a college student or recent graduate seeking experience in the legal field.

Under the supervision of the Managing Attorney of the Grand Rapids office, the Part-Time Legal Assistant is primarily responsible for preparing legal correspondence and pleadings, providing general clerical support to staff attorneys, organizing physical and electronic files, and handling client reception and incoming phone calls.

The anticipated schedule for this position is Monday-Friday from 8:30am – noon (17.5 hours per week). This position is immediately available; it is temporary and expected to end mid-late summer. The pay rate is \$20/hour.

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

- Some college preferred.
- Excellent written and verbal communication skills.
- Basic computer skills and proficiency in Microsoft Word.
- Demonstrated skills at socio-economic and cultural sensitivity and the ability work with people.
- Strong organizational skills and ability to juggle multiple deadlines and a variety of tasks.
- Fluency in Spanish preferred.

LAWM is an equal opportunity employer.

To apply, please send your resume and optional cover letter to our HR Team at careers@lawestmi.org. We will be accepting applications through Friday, May 29, 2026, or until the position is filled.