



LEGAL AID OF WESTERN MICHIGAN

Managing Attorney Kalamazoo

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 Managing Attorney who will play an essential role in supporting that mission. LAWM is an equal opportunity employer.

Under the supervision of the Director of Advocacy, the Managing Attorney is responsible for the general day-to-day management of the office and supervision of staff, while also providing intake, referrals, legal advice, and legal representation to eligible clients. This role regularly engages in community outreach and relationship building.

The Managing Attorney is a full-time, exempt, salaried position; a starting annual salary is \$84,016, or higher depending on experience. We offer an additional \$2,673 annual stipend for an individual who is bilingual and biliterate in English and Spanish.

Responsibilities include but are not limited to:

- Manage a litigation caseload and represent clients in administrative hearings and courts
- Work onsite while the office is open, handle client concerns, and be responsible for managing emergencies
- Manage intake systems and all workflows for the office, ensuring that work is divided efficiently and effectively, and that the office is providing high quality legal services equitably to members of LAWM's client communities
- Supervise office staff and attend to the human resources needs of the office
- Ensure the office's compliance with federal regulations and grant conditions
- Develop and maintain productive working relationships with volunteers, community partners, governmental agencies, and bar associations
- Adhere to LAWM program priorities and all policies/procedures, while working with the highest professional and ethical standards

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

- 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
- Strong organizational skills
- Excellent written and verbal communication skills
- Demonstrated commitment to access to justice
- Fluency in Spanish preferred

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

- A minimum 35-hour work week (Mon – Fri, 8:30AM – 4:30PM)
- 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 account 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 cover letter to Careers@lawestmi.org. We will be accepting applications until the position is filled.