



Staff Attorney St. Joseph

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

Under the supervision of the Managing Attorney of the St. Joseph office, the Staff Attorney is primarily responsible for providing intake, referrals, legal advice, and legal representation to eligible clients. They collaborate with other LAWM staff to share knowledge and adhere to case priorities. This role regularly engages in community outreach and relationship building.

The Staff Attorney is a full-time, exempt, salaried position; the starting annual salary is \$66,820 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:

- Provide intake services and referrals as appropriate to clients with a variety of legal needs
- Manage a litigation caseload and represent clients in administrative hearings and courts
- Organize and maintain physical and electronic files
- Build collaborative relationships within the community

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

- A license to practice law in the state of Michigan required or ability to become licensed through transfer from another state or by sitting for the next bar examination
- 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 optional cover letter to our HR Team at careers@lawestmi.org. We will be accepting applications through Friday, August 28, or until the position is filled.