LEGAL AID
OF WESTERN MICHIGAN

Legal Assistant
Holland

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

Under the supervision of the Managing Attorney, the Legal Assistant assists clients by guiding them through the first steps of accessing legal services. They also are responsible for assisting LAWM attorneys, and performing general clerical work.

The Legal Assistant is a full-time, exempt, salaried position, a starting annual salary is $39,191 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. This is an onsite position working Monday through Friday from 8:30 AM – 4:30 PM, in LAWM's office in Holland, Michigan.

The Legal Assistant's Responsibilities include but are not limited to:

- Preparing legal pleadings and correspondence
- Other clerical and data management tasks
- Organizing and maintaining physical and electronic files
- Screening applicants for services for eligibility and case priority
- Written and verbal communication with clients and others
- 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
- Performing other duties as assigned

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

- Associate's degree or paralegal certification
- At least 1 year of experience in a legal services role
- Basic computer skills and proficiency with Microsoft Office programs
- Empathy, compassion, and kindness
- Highly detail-oriented
- Self-motivated, takes initiative, and is able to prioritize workload
- Ability to articulate information and concepts calmly and clearly

- Excellent written and verbal communication skills
- Strong organizational skills and ability to manage competing deadlines and a variety of tasks
- Demonstrated skill with socio-economic and cultural sensitivity, and a commitment to providing access to justice for underserved individuals
- Fluency in Spanish preferred

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

- 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 403(b) accounts for eligible employees
- 35-hour work week
- 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 Tuesday, October 27, 2026, or until the position is filled.