

JOB ANNOUNCEMENT

Central Minnesota Legal Services: Volunteer Attorney Coordinator. Full time position available. Willmar Office

Background: CMLS is a three-office program providing free legal representation to low-income clients in 21 counties in central Minnesota. The Volunteer Attorney Program serves 19 of the counties in the St. Cloud and Willmar area. The Willmar Volunteer Attorney Coordinator will serve Big Stone, Chippewa, Kandiyohi, Lac qui Parle, Lincoln, Lyon, Meeker, Renville, Swift, Wright and Yellow Medicine Counties.

Responsibilities: Under the supervision of the Managing Attorney, the Volunteer Attorney Coordinators will: conduct client interviews and determine client eligibility based on program guidelines; screen and refer cases to volunteer and contract attorneys; recruit, coordinate, support, and recognize volunteer attorneys; build and maintain relationships with the local bar, judiciary, and community resources; administer legal advice clinics throughout the 10 county service area; maintain files and follow up with volunteer attorneys regarding case status; assist with the planning, organizing and administration of community legal education events in the service area. The Volunteer Attorney Coordinators will have other duties as assigned to ensure the smooth functioning of the program.

Qualifications: Demonstrated commitment and sensitivity to the problems and needs of low income and vulnerable persons. Familiarity with the Minnesota state court system and the legal needs of low income clients. Previous paralegal experience, bachelor's, certification or degree in paralegal studies, or law, or other related studies preferred. Excellent verbal and written communication skills. Strong organizational, time management and administrative skills. Strong proficiency in computer applications, including MS Word, Outlook, and Excel. Must have a valid driver's license and reliable vehicle. Spanish or Somali language abilities a plus.

Salary: Full time D.O.E. up to \$37,364 based on CMLS Salary Schedule, with a generous benefits package, including, medical, flex spending accounts, 403(b), and life insurance.

Starting Date: As close to November 1, 2020 as possible.

Applications: Deadline October 2, 2020 but may be accepted until position filled. **No calls.**

Send or e-mail cover letters, resumes, and references to:

Sheila Merriman
Central Minnesota Legal Services
110 6th Avenue South, Suite 205
Saint Cloud, Minnesota 56301
smerriman@centralmnlegal.org

CMLS is an Equal Opportunity Employer