

## **JOB ANNOUNCEMENT**

### **Central Minnesota Legal Services: Volunteer Attorney Coordinator. Full time position available. St. Cloud 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 St. Cloud Volunteer Attorney Coordinator will serve Stearns, Todd, Morrison, Mille Lacs, Benton, Sherburne, Isanti, and Chisago counties, and a mediation project in Anoka County.

**Responsibilities:** Under the supervision of the Managing Attorney, the Volunteer Attorney Coordinator 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 Coordinator will have other duties as assigned to ensure the smooth functioning of the program. It is anticipated that some clinic activities and bar association activities will occur remotely, and some activities will be in-person.

**Qualifications:** Demonstrated commitment and sensitivity to the problems and needs of low income and vulnerable persons. Demonstrated commitment to furthering principles of diversity, equity and inclusion, and the ability to work with people from other cultural backgrounds is essential. 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 \$44,304 based on CMLS Salary Schedule. Generous benefits package, including, medical, flex spending accounts, 403(b), and life insurance. Work related mileage reimbursed at IRS rate. CMLS has a hybrid work policy; some remote work is possible.

**Starting Date:** Negotiable.

**Application Deadline:** Applications accepted until position is filled.

**Applications:** Submit resume, cover letter, and three job-related references to:

Sheila Merriman  
[smerriman@centralsmnlegal.org](mailto:smerriman@centralsmnlegal.org)

**No Phone Calls Please**

CMLS is an equal opportunity employer.