

PAI SUPERVISING ATTORNEY

LEGAL AID OF WESTERN MICHIGAN

Legal Aid of Western Michigan (LAWM) is a nonprofit law firm providing free civil legal services to low income persons and seniors in a wide variety of poverty law areas such as housing, consumer, family law and public benefits. LAWM serves 17 counties in Western Michigan from five regional offices in Grand Rapids, Kalamazoo, Muskegon, Holland and St. Joseph.

The PAI Supervising Attorney is responsible for supervising legal work within LAWM's Private Attorney Involvement (PAI) program and the training and support of PAI volunteers. This position is expected to work out of LAWM's Administrative Offices in Grand Rapids.

Responsibilities of the PAI Supervising Attorney include:

Training Volunteers

- Works with the Director of Litigation to develop trainings for volunteer attorneys – both to be delivered in person and to be recorded
- Develops materials to supplement those trainings

Organizing Clinics

- Works with bar associations, law schools, law firms and/or community groups to plan and organize PAI Clinics across LAWM's 17-county service area
- Develops trainings and materials specific to individual PAI Clinics
- Plans for volunteer recruitment and logistics for PAI Clinics with the Pro Bono Coordinator and the Director of Community Engagement
- Manages the onsite operation of PAI Clinics
- Supervises the volunteers and legal work performed at PAI Clinics

Supervising Pro Bono Case Placement Volunteers

- Develops and maintains support materials for Pro Bono volunteers, including but not limited to practice manuals, checklists and sample pleadings
- Supervises legal work performed by Pro Bono volunteers
- Maintains relationships with Pro Bono volunteers and is responsive to their requests for assistance
- Matches Pro Bono volunteers with volunteer mentors
- Directs Pro Bono volunteers to appropriate resources

Qualifications:

The ideal candidate for this position would possess:

- A juris doctorate degree
- Five + years of civil litigation experience
- Passion for social justice and race equity
- Experience supervising other professionals

- Experience serving the public
- A positive attitude and welcoming demeanor
- Demonstrated program development and project management skills
- Excellent written and verbal communication skills
- Proficiency in the use of technology

Benefits:

This is a full time position with a salary from \$58,000 depending on experience. LAWM offers a generous health plan, 403(b) contribution, and a vacation/sick leave package.

LAWM is an equal opportunity employer and encourages persons of color and persons with disabilities to apply.

Please send resume and cover letter to Executive Assistant, Julia Smith at:

jcsmith@lawestmi.org or apply online at <https://lawestmi.org/careers/>.

Application deadline: Tuesday May 19, 2020.