

# Careers at Colorado Legal Services

Colorado Legal Services is currently hiring for the following positions. Click the job title for details and **see the FAQ below** for more information about working environment, salary, and benefits. Generally, applications are accepted on a rolling basis until the position is filled. If you are a student interested in internship opportunities, [see our volunteer page](#).

*Please note: Colorado Legal Services does not recruit, communicate, or provide offers on third-party platforms, such as Skype, Slack, and WhatsApp. CLS will not and would never ask a candidate to open cloud accounts or to share a password as a condition for employment.*

**Please scroll down to see salary scale for each job posting. All CLS staff receive \$350/month in flex dollars.**

## Internships, summer 2024

Below are the summer internships open for Colorado Legal Services in summer 2024. Click the job description below to learn more and see how to apply:

- [Information technology and communications](#)
- [Alamosa internship](#)

## Domestic Violence Prevention Grant Attorney, Grand Junction

- [Apply and view the full job description here.](#)
- The Domestic Violence Prevention Grant attorney works primarily in Delta and Montrose (7th Judicial District), with additional coverage in the 21st (Mesa) and the 9th (Garfield) counties. This role operates in the Grand Junction office, under the supervision of the Managing Attorney and requires a candidate with strong work ethics, a background in family law and trial practice, as well as good research and writing skills. The ideal candidate must be organized and have a passion for assisting individuals in navigating challenging situations. The ability to speak Spanish is a bonus.

- The Domestic Violence Prevention Grant attorney provides legal advice, brief services, and representation to clients who have experienced domestic abuse or other crimes of violence. In addition to their caseload, the attorney also conducts outreach, community education events and participates in various local Boards/committees. These efforts are guided and supervised by the Managing Attorney. In summary, this attorney role presents an exciting opportunity for a dedicated and passionate law professional to make a significant impact on the lives of the vulnerable population.

## **Outreach coordinator, Denver Housing Unit**

- [Apply and view the full job description here.](#)
- The DHU seeks a talented communications or legal professional to coordinate outreach with community partner organizations to ensure low-income families are aware of the housing law services that CLS provides. This position would serve as a bridge, connecting and coordinating efforts to build strong, authentic relationships that lead to engagement and collaborative partnerships. This position would develop communications assets and work with partner agencies to distribute those assets to target populations.
- This is a grant-funded position through 10/30/24, with the possibility of grant extension at the expiration of the initial grant term.

## **Assistant Supervising Attorney for Housing Unit, Colorado Springs**

- [Apply and view the full job description here.](#)
- The Colorado Springs Assistant Supervising Housing Attorney works in concert with and reports to the Colorado Springs Managing Attorney to lead and guide a team of attorneys and paralegals that support low-income individuals and families by ensuring housing stability and preventing homelessness. The Assistant Supervising Housing Attorney is the frontline supervisor of a team of no more than eight staff.

## **Assistant Supervising Attorney for Family Law Unit, Colorado Springs**

- [Apply and view the full job description here.](#)

- The Colorado Springs Assistant Supervising Attorney for Family Law works in concert with and reports to the Colorado Springs Managing Attorney to lead and guide a team of attorneys and paralegals that support low-income individuals and families by providing legal advice, brief service and representation in addition to outreach and community-based work regarding family law matters; to include: dissolution of marriage, allocation of parental responsibilities, protection orders, guardianships, appeals as needed, and other related matters.
- The Assistant Supervising Attorney for Family Law is the frontline supervisor of a team of no more than eight staff.

## **Assistant Supervising Attorney for Consumer Protection & Public Benefits Unit, Colorado Springs**

- [Apply and view the full job description here.](#)
- The Colorado Springs Assistant Supervising Attorney of the Consumer Protection & Public Benefits Unit works in concert with and reports to the Colorado Springs Managing Attorney to lead and guide a team of attorneys and paralegals that support low-income individuals and families by providing legal advice, brief service and representation in addition to outreach and community-based work.

## **Managing Attorney, Alamosa**

- [Apply and view the full job description here.](#)
- The Managing Attorney will provide supervision, assistance, training, and leadership to the Alamosa office, and is responsible for the quality, quantity, and coordination of the office's litigation and advocacy. The Managing Attorney is expected to handle an active, but reduced, caseload and exercise judgment and creativity in attempting to solve the legal problems of low-income clients. The Managing Attorney is responsible for the day-to-day operations of the office, as well as some grant writing, community outreach, and coordination of private attorney involvement in the delivery of legal services to eligible clients.
- The position requires the Managing Attorney to excel as a supervisor, administrator, attorney, and as a representative of Colorado Legal Services in the community. This position reports to the Advocacy Director for Southern Colorado.

## **Housing Paralegal, Colorado Springs**

- [Apply and view the full job description here.](#)
- The Colorado Springs office is the second largest CLS office in the state, serving clients in eight counties including El Paso, Fremont, and Teller. The Colorado Springs office sees a high volume of applications for assistance every week. The unit works quickly and diligently to serve as many eligible tenants as possible. The Housing Paralegal plays a crucial role in ensuring the office is able to continuously review and triage cases, provide resources, and deliver timely legal services to as many low-income tenants as possible.
- The Housing Paralegal provides support to the attorneys in all matters related to housing law and eviction defense. The Housing Paralegal is primarily responsible for applicant intake, conducting initial investigation, and interviewing potential clients to assist attorneys in identifying legal issues while assuring adherence to case acceptance protocols and program regulations.

## **Housing Paralegal, Denver**

- [Apply and view the full job description here.](#)
- The Denver Housing Unit empowers Colorado tenants through passionate and strategic collaboration, advocacy, and expertise. We believe that all Colorado tenants should be able to find and retain high quality and affordable housing. Our focus is eviction defense. Eviction cases move quickly, and we manage a high caseload. We work to provide as many clients as possible with legal and related services, and when we cannot, we provide referrals to appropriate organizations/services. We work on cases from our four housing advice clinics in Arapahoe and Adams Counties and in the Cities and Counties of Denver and Broomfield, in addition to cases received from the CLS intake system.
- Paralegals in the DHU play a crucial role in empowering tenants. They will be assigned to staff one of our courthouse clinics two to three days a week, assist attorneys with casework, and educate the community about tenants' rights. More experienced paralegals can advance to become case handlers.

## **Intake and Paralegal Supervisor, Denver**

- [Apply and view the full job description here.](#)

- Colorado Legal Services seeks a dedicated, full-time paralegal supervisor for its busy Housing law practice serving the Denver metropolitan area. This is a CLS management position.
- Working under the direct supervision of the Denver Housing Unit's Supervising Attorney, the Intake and Paralegal Supervisor will oversee administrative tasks for the Unit, including tracking and assisting staff with grant reporting obligations and will serve as an administrative point of contact for the DHU within CLS.

## **Staff attorney, Fort Collins**

- [Apply and view the full job description here.](#)
- Working under the supervision of the Managing Attorney, the staff attorney provides advice, brief services, and/or full representation to clients primarily in housing and family law matters. The attorney shall also become familiar with issues of Diversity, Equity and Inclusiveness, and shall engage in training regarding Trauma Informed Care.

## **Language Access Coordinator, Denver**

- [Apply and view the full job description here.](#)
- Colorado Legal Services seeks a dedicated, full-time Language Access Coordinator to join our organization and be part of the Pueblo Office's Domestic Violence Prevention interdisciplinary team which includes an attorney, paralegal, and social worker.
- This is a grant-funded position through at least 12/31/25, with the possibility of grant extension or moving to a permanent staff position at the expiration of the initial grant term. This role is pivotal in ensuring language access services to domestic violence victims/survivors outside of urban areas in a coordinated and efficient manner.
- Additionally, this position will be responsible for identifying language access needs in rural communities across the state by completing assessments, connecting with community partners, and identifying resources for in-person and virtual interpretation and/or translation services during the course of a legal case.
- This position would be a hybrid role that is housed in the Denver office with travel to other areas of the state.

## **Migrant Farmworker Division attorney**

- [Apply and view the full job description here.](#)
- The Migrant Farm Worker Division is a specialized statewide program of CLS that litigates cases in federal and state courts and provides administrative advocacy for low-wage farm workers across Colorado on a wide range of employment-related problems such as unpaid wages, sexual harassment, human trafficking, immigration, and civil rights violations.
- This position is grant funded for a period of 2-3 years, with the possibility of grant renewal.
- The Grant Attorney works in collaboration with the rest of the MFWD team to serve the legal needs of low-wage seasonal and migrant farm workers throughout Colorado and to implement advocacy strategies that have a broad impact and achieve long term change for our client communities. While primarily focused on employment law, the MFWD sets priorities according to client need. The Grant Attorney will handle a full caseload and will conduct client counseling and representation, outreach and education, public education and collaboration with legal and community partners.

## **Help Desk/Support Specialist**

- [Apply and view the full job description here.](#)
- A full-time position with benefits is available for a Help Desk/Support Specialist. This individual will work closely with Information Technology Unit staff while providing basic-to-intermediate help desk support such as solving usage problems and fulfilling service desk requirements for CLS staff and volunteers.

## **Intake Specialist and Outreach Coordinator, Craig**

- [Apply and view the full job description here.](#)
- Colorado Legal Services seeks a full-time Intake Specialist in Craig to join our team in Northwest Colorado. This position plays a crucial role as the main point of contact for applicants seeking free legal services in the northwest portion of Colorado. The office/intake specialist receives, filters, and processes phone, online and in-person applications in collaboration with the team, provides helpful referrals to other resources, and performs office tasks, such as word

processing, filing, and ordering supplies. This role also coordinates outreach events and opportunities with other local organizations to ensure potential clients and agencies know about our services and how to access them.

## **Migrant Farmworker Division Attorney Fellow, Denver**

- [A job description can be found here.](#)
- The Agricultural Workers' Rights Fellowship is a two-year position with the Migrant Farm Worker Division of Colorado Legal Services. The division is a specialized statewide program of CLS that litigates cases in federal and state courts and provides administrative advocacy for low-wage farm workers across Colorado on a wide range of employment-related problems such as unpaid wages, sexual harassment, human trafficking, immigration, and civil rights violations. Due to the barriers that have historically interfered with farm workers' access to legal services, the Division employs a robust outreach and community education program, engaging directly with farm workers and community-based organizations that serve farm workers throughout Colorado.
- Please email a copy of your resume and cover letter to [hiring@colegalserv.org](mailto:hiring@colegalserv.org). Please include "MFWD Fellowship Attorney" in the subject line by May 1, 2024.

## **Domestic violence prevention attorney, Pueblo**

- [Apply and view the full job description here.](#)
- Working under the supervision of the Managing Attorney the Domestic Violence Prevention Attorney shall take a holistic approach and provide advice, brief services, and/or full representation to clients who have experienced or may become subject to domestic violence, most often in domestic relations matters.

## **Victims of Crime Act (VOCA) Attorney, Grand Junction**

- [A job description can be found here.](#)
- The Victims of Crime Act (VOCA) Grant attorney will be housed in Colorado Legal Services' Grand Junction Office but will be primarily responsible for cases in rural Delta and Montrose Counties, with some additional coverage in Garfield County (Glenwood Springs) and Mesa County (Grand Junction). The VOCA attorney will work under the supervision of the Managing Attorney of the Grand Junction Office.

- This position requires a candidate with strong work ethics, a background in family law and trial practice, as well as strong research and writing skills. The ideal candidate must be organized and have a passion for assisting individuals in navigating challenging situations.
- Please see the job description to learn more about this opening, including a full list of the duties and required qualifications.
- To apply, please email a copy of your resume and cover letter to [hiring@colegalserv.org](mailto:hiring@colegalserv.org). Please include "VOCA Attorney – Grand Junction Office" in the subject line.

## **Assistant Supervising Attorney, Denver Housing Unit**

- [Apply and view the full job description here.](#)
- Assistant Supervising Attorneys of the Denver Housing Unit work in concert with and report to the Supervising Attorney to lead and guide a team of staff (attorneys, paralegals, and social workers) in addressing the legal needs of low-income individuals to ensure housing stability and to prevent homelessness in Colorado. Each Assistant Supervising Attorney is the frontline supervisor of a team of no more than 8 people within DHU's approximately 25 staff.
- Please see the job description to learn more about this opening, including a full list of the duties and required qualifications.
- Please email a copy of your resume and cover letter to [hiring@colegalserv.org](mailto:hiring@colegalserv.org). Please include "Assistant Supervising Attorney – Denver Housing Unit" in the subject line.

### **Frequently Asked Questions:**

#### **1. What is the salary range for this position? What benefits/perks does CLS offer?**

Non-management staff at CLS are members of a union that has negotiated a Collective Bargaining Agreement setting out the below salary scales.

<b>Position:</b>	<b>Annual salary range (depending on type of &amp; years of experience)</b>
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Office Intake Specialist	\$33,040 - \$53,225
Technology Assistant	\$39,412 - \$64,746
Paralegal	\$40,034 - \$65,830
Attorney	\$61,422 - \$108,003
Social Worker	\$55,788 - \$90,370
Licensed Clinical Social Worker	\$58,108 - \$95,575

CLS covers 100% of employee health, dental, and vision insurance premiums, as well as a portion of dependent premiums. Leave policies allow for work-life balance, with 12 paid holidays, generous paid health, annual, and personal leave, paid bereavement leave, and parental leave.

## **2. How can I apply for a job at CLS? What does CLS want to know about applicants?**

Email [hiring@colegalserv.org](mailto:hiring@colegalserv.org), being sure to include the keywords from the job description in the subject line. Attach a cover letter, resume, and three references. Title documents "Last Name - Document Title" (ex. Arguello - resume). Our hiring committees do NOT review applications/correspondence submitted through other channels.

Your cover letter should explain your interest in this position and discuss any relevant experience working with low-income or otherwise vulnerable populations. We ask that you let us know how you found out about this job opportunity (ex. Idealist, friends, local bar association, etc.). All applicants are invited to share how their unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of CLS.

Our ideal candidates have a demonstrated passion for public interest, a commitment to advancing equity, and experience working with low-income or otherwise vulnerable populations. We value the perspective of staff with a non-legal background and welcome a broad range of expertise. While many positions do not require bilingual fluency, proficiency in non-English languages is always a plus. Proficiency in Microsoft Office 365 is preferred for all positions.

[CLS CY 2021 Form 990 - Green & Associates PUBLIC](#)

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