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:

- Low income taxpayer clinic
- Information technology and communications
- Family law, Colorado Springs
- Alamosa internship
- La Junta internship

Intake Specialist and Outreach Coordinator, Craig

- A job description can be found 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.

- Please email a copy of your resume and cover letter by March 18, 2024, to hiring@colegalserv.org. Please include “Office/Intake Specialist and Outreach Coordinator – Craig Office” in the subject line.

Attorney, Denver housing

- [A job description can be found here.](https://example.com)
- A staff attorney in the Denver Housing Unit works as a legal advocate for tenants at risk of or facing eviction and is on the front line in defending tenants to prevent eviction and homelessness.
- DHU provides a range of eviction prevention services from giving brief legal advice and information, limited assistance to full representation in court. DHU operates eviction prevention clinics to advise, educate, prepare answers for tenants facing eviction and evaluate cases for full representation. DHU is committed to staff mindfulness and proper work/life balance, and thus, takes active efforts to ensure that staff caseloads are properly managed.
- Please email a copy of your resume and cover letter to hiring@colegalserv.org. Please include “Staff Attorney – Denver Housing Unit” in the subject line.

Director of Finance and Controller

- [A job description can be found here.](https://example.com)
- As a member of the Colorado Legal Services senior leadership team, the Director of Finance and Controller plays a vital role in developing and implementing Colorado Legal Services’ financial strategy to carry out our mission and high-impact, statewide advocacy. The Director of Finance and Controller manages and oversees the accounting team, which focuses on Colorado Legal Services’ finances, financial reporting, budgeting, fiscal policies, and fiscal compliance. This role requires the ability to thrive and be responsive and reliable in a collaborative and deadline-oriented workplace.
- In addition to financial management expertise, this position requires excellent communication and teamwork with senior leadership and accounting staff, along with staff who have grants and contract management responsibilities.
within local offices and units.

- Please email a copy of your cover letter and resume as a single, combined PDF to hiring@colegalserv.org. Please include “Director of Finance and Controller” in the subject line.

**Survivor Services Unit Staff Attorney, Denver**

- A job description can be found here.
- The grant attorney will coordinate the provision of various legal services to individuals, adult and minor foreign national survivors of sex and/or labor trafficking; provide direct representation in immigration and, particularly humanitarian visas (T, U and domestic violence-based self-petitions); conduct initial interviews with potential victims of trafficking and facilitate reports to law enforcement, when appropriate. Excellent opportunity for those interested in varied legal issues and motivated by social justice. The position is funded for three years.
- Please email a copy of your resume and cover letter to hiring@colegalserv.org. Please include “SSU Staff Attorney” in the subject line.

**BSW Social Worker, Denver**

- A job description can be found here.
- This position will partner with the Denver Housing Unit to provide interdisciplinary services to clients facing evictions and housing problems. The social worker in this position requires demonstrated high quality social work skills, empathy, ability to adapt, and self-motivated approach to provide holistic services to clients. Work in this position will also include direct work with vulnerable clients who may experience mental health and substance use problems that affect their daily functioning and ability to communicate and complete tasks related to their legal case. The social worker in this position should feel comfortable meeting clients in the community, in their homes, and at courthouses. This position will staff a legal clinic in Arapahoe County once per week.
- Please email a copy of your resume and cover letter to hiring@colegalserv.org. Please include “BSW Social Worker - Denver” in the subject line.
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. Please include “MFWD Fellowship Attorney” in the subject line by May 1, 2024.

Boulder Community Grant Attorney

- A job description can be found here.
- The Colorado Legal Services Boulder Office seeks to hire an attorney, funded by our local community grants. This attorney will focus on housing, consumer, and public benefits cases on behalf of low-income and senior residents of Boulder County. The attorney will also be responsible for engaging with community partners to strategize access to justice solutions and improve service delivery in Boulder County.
- Please email a copy of your resume and cover letter to hiring@colegalserv.org. Please include “Boulder Community Grant Attorney – Boulder Office” in the subject line.

Colorado Rural Fellowship Attorneys (three positions available)

- A job description can be found here.
- Colorado Legal Services (CLS) is pleased to announce the availability of three full time, two-year Colorado Rural Poverty Law Fellowships (CRPLF) beginning in August 2024; the positions each have the possibility of continued employment, contingent on funding. The CRPLF program is seeking outstanding graduating law students, judicial law clerks, and other new lawyers to help expand the
reach of CLS’ advocacy for Coloradans in poverty and other vulnerable Coloradans throughout Colorado.

- Please email a copy of your cover letter, resume, professional references and legal writing sample to hiring@colegalserv.org as a single combined PDF. Please include “Colorado Rural Poverty Law Fellowship Attorney” in the subject line.

**Rental Assistance Paralegal Specialist, Pueblo**

- [A job description can be found here.](#)
- This role is pivotal in bolstering our eviction diversion program and facilitating rental assistance for underserved communities. Working closely with the Eviction Diversion Program coordinator and eviction defense attorneys, the Paralegal Rental Assistance Specialist supports this goal by submitting applications through the Emergency Rental Assistance Program (ERAP) process, and the local housing stability funding programs, including gathering supplemental documentation a required by each funder, communicating with landlords, state agencies, and community partners, submitting rental assistance applications and monitoring the progress of each case.
- Please email a copy of your resume and cover letter to hiring@colegalserv.org. Please include “Rental Paralegal Specialist “Pueblo” in the subject line.

**Domestic violence prevention paralegal, Pueblo**

- [A job description can be found here.](#)
- Working under the supervision of the Managing Attorney, the Domestic Violence Prevention Paralegal shall provide prompt, competent, support and work closely with the domestic violence prevention attorney, the Client Support Services social worker, and the Language Access provider in the provision of an interdisciplinary holistic approach to services.
- Please email a copy of your resume and cover letter to hiring@colegalserv.org. Please include “Domestic Violence Prevention Paralegal- Pueblo” in the subject line.

**Domestic violence prevention attorney, Pueblo**

- [A job description can be found 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.
- Please email a copy of your resume and cover letter to hiring@colegalserv.org. Please include “Domestic Violence Prevention Attorney – Pueblo” in the subject line.

**Paralegal, Denver**

- [A job description can be found here.](#)
- The Colorado Legal Services Coordinated Statewide Intake Unit receives over 10,000 calls each year from applicants seeking legal help. In addition to handling these statewide calls, CSI paralegals in the Denver office screen walk-in applicants for eligibility and gather initial information about their legal issues. This position requires the staff person to work in the Denver office Monday through Friday to assist walk-in applicants and front desk intake specialists with their duties and responsibilities.
- Please email a copy of your resume and cover letter to hiring@colegalserv.org. Please include “CSI Paralegal” in the subject line.

**Housing Attorney, Colorado Springs**

- [A job description can be found here.](#)
- Under the supervision of the managing attorney in the Colorado Springs office, the housing attorney advises and represents clients at risk of eviction, including in mediation and litigation. This position requires demonstrated high quality legal skills with an assertive, imaginative, and energetic approach to meeting the legal needs of low-income Coloradans.
- 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. Please include “Housing Attorney – Colorado Springs” in the subject line.

**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. Please include “VOCA Attorney – Grand Junction Office” in the subject line.

Assistant Supervising Attorney, Denver Housing Unit

A job description can be found 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. 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.

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

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, 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

Last updated on February 29, 2024.

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**News & publications**

The news about recent activities for needed peoples.

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