

Careers at Colorado Legal Services

CLS 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, WhatsApp, or LinkedIn. 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! Also, all CLS staff receive \$350/month in flex dollars.

Attorney, Family and Children Unit (FCU) - Denver

- [Job description](#)
- Our Denver office is seeking an attorney to provide legal advice and representation to clients in family law cases who have experienced domestic violence
- Essential qualifications: cultural competency and sensitivity to the legal needs of low-income individuals and survivors of domestic violence. Must have strong communication skills, demonstrated time-management skills, the ability to reprioritize as needs shift, and basic proficiency in Office 365
- To apply, please email a cover letter and resume with contact information for three references to [hiring@colegalserv.org](mailto: hiring@colegalserv.org) with “FCU Attorney” in the subject line

Attorney, Health Elder Unit - Denver

- [Job description](#)

- The Health & Elder Unit represents low-income individuals and seniors who are facing denial, termination, reduction, or overpayments in public benefits programs such as SSI, Medicaid, SNAP, OAP, Social Security Retirement and Disability, and Medicare. This position requires demonstrated high quality legal skills with an aggressive, imaginative, and energetic approach to meeting the legal needs of Colorado's low-income population.
- Essential qualifications: Applicant must be a graduate of an accredited law school and must be licensed to practice law in Colorado or qualify for admission to the Colorado Bar by motion. Some experience in public benefits is preferred. Sensitivity to the legal needs of poor people and minorities is required.
- In addition to the documents listed in our FAQ below, please submit a writing sample.
- Please email applications to hire@colegalserv.org, and include "HELU Staff Attorney" in the subject line of your application email

Attorney, Housing Unit (DHU) - Denver

- [Job description](#)
- CLS' Denver office is hiring attorneys to provide advice and representation to people at risk of eviction.
- Requirements: Must be licensed to practice law in Colorado (or qualify for admission to the Colorado Bar by Motion). Ideal candidates have a proven commitment to public interest and experience working with vulnerable populations. Housing law experience, bilingual fluency (Spanish/English), and Microsoft Office proficiency preferred.
- To apply, please email a cover letter and resume with contact information for three references to hire@colegalserv.org with "DHU Attorney" in the subject line.

Staff Attorney - Fort Collins Office

- [Job description.](#)
- This position requires demonstrated high quality legal skills with an aggressive, imaginative, and energetic approach to meeting the legal needs of the poor. Work will be regularly reviewed to verify general performance and compliance with all regulations and/or guidelines and to stimulate professional growth and development.

- Essential qualifications: Applicant must be licensed to practice law in Colorado or qualify for admission to the Colorado Bar by Motion. Some experience in legal practice, particularly in poverty law or related work, is preferred. Sensitivity to the legal needs of poor people and minorities is required.
- To apply, please email a cover letter and resume with contact information for three references to hireing@colegalserv.org with "FC Staff Attorney" in the subject line.

Staff Attorney - Migrant Farmworker Division

- [Job Description](#)
- This is a full-time position representing agricultural workers and conducting outreach.
- Essential qualifications: JD, Spanish fluency, ability to travel throughout Colorado
- Include MFWD Attorney in the subject line of your application email.
- In addition to the documents listed in our FAQ below, send a legal writing sample.

Grant Attorney, Victims of Crime Act (VOCA) - Grand Junction

- [Job description](#)
- Based in the Grand Junction Office, working through the 7th, 9th and the 21st Judicial Districts, carrying a main caseload of cases involving Domestic Abuse in the 7th Judicial District, the attorney provides advice, brief services, and/or representation to clients who have experienced domestic violence, most often in domestic matters.
- Under the direction and supervision of the Grand Junction Managing Attorney and in conjunction with coworkers, the attorney will conduct outreach and community education events, and build and maintain relationships with community organizations.
- Must be licensed to practice law in Colorado. Strong communication skills required for client interaction and outreach. Must have demonstrated time-management skills, an ability to reprioritize as needs shift, and basic proficiency in Office 365 (Word, Outlook and more).
- To apply, please email a cover letter and resume with contact information for three references to hireing@colegalserv.org and dshively@colegalserv.org with

"VOCA Attorney" in the subject line.

Attorney, Domestic Relations (FVJ) - Boulder office

- [Job description.](#)
- Working under the supervision of the Managing Attorney, this attorney provides advice, brief services, and/or full representation to clients who have experienced domestic violence, most often in domestic relations matters. They, along with coworkers, also conduct outreach and build and maintain relationships with community partners and organizations.
- Essential qualifications: Must have demonstrated time-management skills, the ability to reprioritize as needs shift, and basic proficiency in Office 365. Experience in domestic relations casework or working with vulnerable populations is preferred.
- To apply, please email a cover letter and resume with contact information for three references to [hiring@colegalserv.org](mailto: hiring@colegalserv.org) with "Boulder DR Attorney" in the subject line.

Attorney, Domestic Relations (VOCA) — Colorado Springs

- [Job description.](#)
- Working under the supervision of the Managing Attorney, this attorney provides advice, brief services, and/or full representation to clients who have experienced domestic violence, most often in domestic relations matters. They, along with coworkers, also conduct outreach and build and maintain relationships with community partners and organizations.
- Essential qualifications: Must have demonstrated time-management skills, the ability to reprioritize as needs shift, and basic proficiency in Office 365. Experience in domestic relations casework or working with vulnerable populations is preferred.
- To apply, please email a cover letter and resume with contact information for three references to [hiring@colegalserv.org](mailto: hiring@colegalserv.org) with "Colorado Springs DR Attorney" in the subject line.

Paralegal, Homeowners Assistance Fund (HAF) - Denver Office

- [Job description.](#)

- The Homeowners Assistance Fund (HAF) Grant is provided through the State of Colorado, Department of Housing, to focus on representation of individuals facing foreclosure. Paralegals will be responsible for conducting community education and outreach, assessing potential clients, and providing legal guidance with the assistance of attorneys, among other things.
- Paralegal must demonstrate a competent knowledge of substantive law areas handled by the unit sufficient to handle more complex legal issues related to foreclosure work, have the ability to perform legal research, and have a passion for social justice and a commitment to working with low-income communities and communities of color to advance equity
- To apply, please email a cover letter and resume with contact information for three references to [hiring@colegalserv.org](mailto: hiring@colegalserv.org) with "HAF Paralegal" in the subject line

Paralegal, CSI

- [Job description.](#)
- CLS' Coordinated Statewide Intake Unit (CSI) receives over 10,000 calls each year from applicants seeking legal help. Working with a team of dedicated and rotating staff in this fast-paced environment, paralegals screen applicants for service eligibility and gather initial information about their legal issue.
- Qualifications: Spanish fluency and plain-language communication skills are required. Must demonstrate excellent time management skills with an ability to identify urgent issues and reprioritize as necessary.
- To apply, please email a cover letter and resume with contact information for three references to [hiring@colegalserv.org](mailto: hiring@colegalserv.org) with "CSI Paralegal" in the subject line.

Paralegal/Private Attorney Involvement Coordinator - Craig Office

- [Job description](#)
- The Craig PAI Coordinator is a full-time (37.5 hours per week) position in the Craig office of the Northwest Colorado Legal Services Project, a branch of Colorado Legal Services. The Project serves eleven counties; it is a private attorney involvement project employing paralegals in regional offices and relying on local volunteer attorneys and CLS staff attorneys to supervise paralegal work.

- This work must be performed in-person (no remote work).
- The salary range is \$43,766 to \$63,298, depending on experience.
- This is a multi-task position requiring a responsible, highly organized person who can work independently as part of the Northwest Project team. Employees must have at least a high school diploma or GED equivalent and possess good communication skills. The successful coordinator will demonstrate an ability to work with a wide variety of people, and respect for and empathy with the Project's clients, who are low-income persons with civil legal problems.
- To apply, please email a cover letter and resume with contact information for three references to; hire@colegalserv.org with Craig Paralegal in the subject line.

Paralegal, Housing Unit - Denver

- [Job description](#)
- The housing unit preserves affordable housing for low-income individuals through tenant representation in eviction proceedings and collaboration with community based organizations.
- Excellent communication and organization skills required. Must have experience working with low income or otherwise vulnerable populations.
- Housing and/or public benefits advocacy experience, bilingual ability, and Microsoft Office proficiency strongly preferred
- Please include "Denver Housing Paralegal" in the subject line of your application email

Paralegal, Housing - Greeley

- [Job description](#)
- Our Greeley office is seeking a paralegal to help preserve affordable housing for low-income individuals through tenant representation in eviction proceedings and collaboration with community-based organizations.
- Qualifications: Excellent communication and organization skills required. Must have experience working with low income or otherwise vulnerable populations. Housing and/or public benefits advocacy experience, bilingual ability, and Microsoft Office proficiency strongly preferred.
- To apply, please email a cover letter and resume with contact information for three references to hire@colegalserv.org with "Greeley Paralegal" in the

subject line.

Frequently Asked Questions:

1. What is CLS doing to protect staff and the broader community against covid-19? Does this job allow for or require remote work?

CLS will remain responsive to public health guidance and prioritize the safety of staff, clients, and the broader community. We are committed to preserving our community’s health through handwashing, mask-wearing, social distancing and **mandatory vaccination for CLS staff and volunteers (with exceptions for religious and medical reasons)**. Contact your **local office** for more information about on-site protocols and procedures.

Options for remote work vary based on office location/service area and job duties; hiring managers will discuss specific expectations during interviews. CLS provides remote employees with the technology and training necessary for their success.

2. 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.

Position:	Annual salary range (depending on type of & years of experience)
Executive Director	\$140,000 - \$180,000
Office Intake Specialist	\$31,700 - \$51,100
Technology Assistant	\$37,800 - \$62,200

Paralegal	\$38,400 - \$62,200
Attorney	\$59,060 - \$99,000
Social Worker	\$43,000 - \$86,800
Licensed Clinical Social Worker	\$50,800 - \$86,800

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.

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

Email hire@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 January 27, 2023.

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