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.

Human Resources Director, Denver or Colorado Springs

- A job description can be found here.
- The Human Resources Director at Colorado Legal Services will lead the creation and implementation of a dynamic, new human resources program at CLS that fosters a culture of diversity, inclusivity, belonging, professionalism, and growth. The HR Director will serve as a key member of CLS’ senior leadership team in supporting CLS’ dedicated staff who carry out our mission of providing high quality civil legal services to low-income Coloradans.
- 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 "Human Resources Director" in the subject line. For full consideration, please apply by Oct. 13, 2023.

Paralegal, Colorado Springs

- A job description can be found here.
As a Paralegal, your main role will be to provide support to attorneys across various practice areas, with a primary focus on consumer and public benefits. Additionally, you will assist the ID Unit in our Denver office and offer overflow support to the local housing unit and family law unit.

Your primary responsibility as a Paralegal will involve applicant intake, which includes conducting interviews, initiating investigations with applicants/clients, and aiding attorneys in identifying legal issues and adhering to case acceptance protocols. You may also represent clients at unemployment denial hearings, accompany them to the DMV for identification document procurement, attend monthly outreach events, and provide coverage at court clinics when necessary.

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 “Paralegal – Colorado Springs” 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.

**Eviction Legal Defense Attorney, Pueblo**

- A job description can be found here.
- Working under the supervision of the Managing Attorney, the Eviction Legal Defense Fund (ELDF) grant attorney provides advice, brief services, and/or full representation to clients who are at risk of eviction or are in the eviction
The attorney, along with coworkers, shall also conduct outreach, including building and maintaining relationships with community partners and organizations.

- 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 “ELDF Attorney - Pueblo Office” 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. For full consideration, please apply by Sunday, Aug. 20, 2023.

**Office/Intake Specialist, Craig**

- [Job description](#)
- The Craig Office/Intake Specialist is a full time position that plays a crucial role as the main point of contact for applicants seeking CLS’s services in the Northwest portion of CLS. The Office/Intake Specialist receives and processes phone, online and in-person applications, provides helpful referrals to other resources, and performs office tasks, such as word processing, filing, and
ordering supplies.
• 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 “Intake Specialist – Craig Office” in the subject line.
• For full consideration, please apply by Sunday, Aug. 20, 2023.

Staff Attorney, Migrant Farmworker Division

• The Staff 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.
• Please see the job description to learn more about this opening, including the full list of the duties and required qualifications.
• To apply, email a copy of your resume and cover letter to hiring@colegalserv.org. Please type “MFWD Staff Attorney” in the subject line.

Paralegal, Homeowners Assistance Fund (HAF)

• Job description.
• Can work from Boulder, Colorado Springs, Denver, Ft. Collins or Greeley office.
• 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 with "HAF 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.

<table>
<thead>
<tr>
<th>Position:</th>
<th>Annual salary range (depending on type of &amp; years of experience)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>$140,000 - $180,000</td>
</tr>
<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>
</tbody>
</table>
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.

3. 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 September 25, 2023.
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