Colorado Legal Services

Legal help for low-income Coloradans seeking assistance with civil legal needs

www.coloradolegalservices.org

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.

Executive Director

CLS Executive Director Job Description

Colorado Legal Services (CLS) seeks an Executive Director to lead and advance the mission of this renowned statewide nonprofit civil legal aid organization. CLS is the only organization in the state that provides a full range of free civil legal aid to low-income individuals and families in every Colorado County.

Attorney - Denver, Health Elder Unit

- 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 hiring@colegalserv.org, and include "HELU Staff Attorney" in the subject line of your application email

Attorney—Denver Housing Unit (DHU)

• 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 hiring@colegalserv.org with "DHU 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)

• 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 hiring@colegalserv.org and dshively@colegalserv.org with "VOCA Attorney" 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; hiring@colegalserv.org with Craig Paralegal in the subject line.

Paralegal, Denver Housing Unit

- **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, Greeley Office (Housing Paralegal)

- **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 hiring@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.

<table>
<thead>
<tr>
<th>Position</th>
<th>Annual salary range (depending on years of experience)</th>
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</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>$140,000 - $180,000</td>
</tr>
<tr>
<td>Office Intake Specialist</td>
<td>$31,700 - $51,100</td>
</tr>
<tr>
<td>Technology Assistant</td>
<td>$37,800 - $62,200</td>
</tr>
<tr>
<td>Paralegal</td>
<td>$38,400 - $62,200</td>
</tr>
<tr>
<td>Attorney</td>
<td>$59,060 - $99,000</td>
</tr>
<tr>
<td>Social Worker</td>
<td>$43,000 - $86,800</td>
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<td>---------------</td>
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<tr>
<td>Licensed Clinical Social Worker</td>
<td>$50,800 - $86,800</td>
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</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.

**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.