Colorado Legal Services

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

www.coloradolegalservices.org

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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.

Managing Attorney, Housing and Homelessness Prevention Unit - Denver

Job description
Colorado Legal Services, a statewide, LSC-funded legal services organization, is seeking a hardworking and experienced attorney to carry on the shared supervising work of the Denver Housing and Homelessness Prevention Unit. The Unit has grown over the last three years with the influx of additional funding from the State of Colorado and federal, county and private funders, and is poised to thoughtfully expand its work. The ideal candidate will have at least 5 years of experience handling poverty-related cases, with housing experience a plus. The successful candidate will be based in the Denver office and will help shape the future of housing work on behalf of tenants in Colorado through training and oversight of less-experienced housing advocates and through implementation of CO’s new housing statutes. Interested attorneys should send a letter expressing their interest in, and suitability for, the position, and a resume and writing sample to Director of Advocacy, Reenie Terjak, rterjak@colegalserv.org.

Family Law Attorney – Boulder

- Job description
- This is a full-time position working primarily with clients who have experienced domestic violence. The position is currently grant funded for one year, but CLS anticipates extending the position beyond 2023.
• Essential qualifications: licensed to practice law in Colorado (due to the time-sensitive nature of these positions, the hiring committee cannot review applications from 3L students); some domestic relations experience preferred.
• Include “Boulder Attorney” in the subject line of your application email

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.

Housing Attorneys - Denver

• Job description
• These are full-time positions advocating on behalf of tenants at risk of eviction.
• Essential qualifications: JD; must be licensed to practice law in Colorado.
• Please include Denver Housing Attorney in the subject line of your application email.

Housing Attorney - Greeley

• Job description
• This is a full-time position based in CLS' Denver, Greeley or Ft. Collins offices advising and representing clients at risk of eviction in the 13th and 19th judicial districts. It is currently funded for one year.
• Essential qualifications: JD; must be licensed to practice law in Colorado; frequent travel to CLS' Greeley office (if not based there) and occasional travel within the 13th Judicial District is expected
• Include Greeley Housing Attorney in the subject line of your application email.

Family Law Paralegal – Boulder

• Job description
• This is a full-time position providing administrative support to attorneys and working with clients who have experienced domestic violence. The position is currently grant funded for one year, but CLS anticipates extending the position beyond 2023.
• Essential qualifications: excellent organization and communication skills; time management skills; bilingual fluency (Spanish/English) preferred
• Include “Boulder paralegal” in the subject line of your application email
**Intake Paralegal - Any Office**

- **Job description**
  - This is a full-time position answering calls and interviewing applicants for legal services as part of CLS’ Coordinated Statewide Intake (CSI). While CSI is based out of our Denver office, this person could feasibly work at any CLS office in the state.
  - Essential qualifications: Spanish fluency; excellent time management skills; experience in customer service preferred. No paralegal certificate required.
  - Include CSI Paralegal in the subject line of your application email.

**Housing Paralegal - Denver**

- **Job description**
  - This is a full-time position supporting a team of attorneys on cases for tenants at risk of eviction.
  - Essential qualifications: excellent communication, organizational, and interpersonal skills; an eye for detail; Spanish fluency preferred; no paralegal certificate required.
  - Include Denver Housing Paralegal in the subject line of your application email.

**Outreach Coordinator (Paralegal), Migrant Farm Worker Division - Denver**

- **Job description**
  - This is a full-time position in CLS’ Migrant Farm Worker Division. It is currently grant-funded for one year, with the possibility of continued funding.
  - Essential qualifications: Spanish fluency; comfortable with flexible schedule/evening work; available for frequent solo travel and outreach within the state. Experience with low-income workers preferred; no paralegal certificate required.
  - Include "Outreach Coordinator" in the subject line of your application email.

**Licensed Clinical Social Worker (LCSW) - Denver**

- **Job description**
  - This is a full-time management position based out of the Denver office. It’s an exceptional opportunity for an emerging leader to put their stamp on an innovative, interdisciplinary social work program.
  - Essential qualifications: LCSW, experience with leadership and direct service; adaptability.
  - Include "LCSW" in the subject line of your application email.

**Help Desk Specialist - Denver**
• Job description
• This is a full-time administrative/management position based out of the Denver office.
• Occasional travel will be expected based on need.
• Ideal candidates will have a proven commitment to public interest, and desire to or experience working in either a non-profit and/or educational sector.
• Include "Help Desk Specialist" in the subject line of your application email, send your email to mfrench@colegalserv.org.
• Applications will be reviewed on a rolling basis until the position is filled.

Office Manager - Denver

• Job description
• This is a part time (50% of 37.5 hour workweek) position in the Denver Office, with mostly in office work expected at this time.
• Annual salary ranges from $24,000-$33,600 (depending on years of experience) plus benefits.
• Essential qualifications: excellent organizational skills and attention to detail required; previous office management experience strongly preferred.
• Include “Office Manager” in the subject line of your application email.

Secretary/Receptionist – Denver

• Job description
• This is a full-time position with mostly in-office (on-site) work expected at this time.
• Essential qualifications: communication skills and professionalism..
• Please include Denver SecretaryReceptionist in the subject line of your application email.

Secretary/Receptionist – La Junta

• Job description
• This is a full-time position with mostly in-office (on-site) work expected at this time.
• Essential qualifications: communication skills and professionalism..
• Please include La Junta SecretaryReceptionist in the subject line of your application email.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary</td>
<td>$26,700 - $46,100</td>
</tr>
<tr>
<td>Technology Assistant</td>
<td>$32,800 - $57,200</td>
</tr>
<tr>
<td>Paralegal</td>
<td>$33,400 - $57,200</td>
</tr>
<tr>
<td>Attorney</td>
<td>$54,060 - $94,000</td>
</tr>
<tr>
<td>Social Worker</td>
<td>$38,000 - $81,800</td>
</tr>
<tr>
<td>Licensed Clinical Social Worker</td>
<td>$50,800 - $86,800</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.

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 -
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.

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http://www.coloradolegalservices.org/node/73/careers-colorado-legal-services
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