



Job Description: Outreach Coordinator, Paralegal – Migrant Farm Worker Division (MFWD)

Classification: Non-Exempt (Full-time)

Reports To: Managing Attorney, MFWD

Salary Range: \$38,400 - \$62,200 (commensurate with experience)

ORGANIZATION OVERVIEW:

Colorado Legal Services (CLS) is Colorado’s statewide nonprofit legal aid program, with thirteen offices providing civil legal assistance to low-income Coloradans throughout the state. CLS provides free legal assistance in a broad variety of legal areas including family law, eviction defense, consumer protection, services to survivors of serious crime and human trafficking, and many others.

CLS has strengthened lives, assisted families, and supported communities -- one person at a time for over 90 years. We are committed to providing high-quality, free legal advice and representation to eligible individuals throughout Colorado. We have a long history of successful high impact and advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve.

POSITION SUMMARY:

The Migrant Farm Worker Division (MFWD) provides free civil legal assistance to low-income farm workers throughout Colorado in employment law matters. As part of its work, MFWD employs a robust outreach and community education component. The MFWD seeks to inform workers about their legal rights and how they can exercise those rights, through printed materials, online resources, other media (print and radio), and interactive presentations. The Outreach Coordinator Paralegal is primarily responsible for the outreach component within MFWD with the participation of the attorneys and paralegals within the MFWD as needed.

ESSENTIAL DUTIES:

- Utilize the MFWD’s established practices to conduct outreach to farm workers around Colorado through various means, including visiting labor camps, attending outreach events, utilizing social media, and working in collaboration with community partners.
- Build and maintain relationships with trusted community partners who also serve farm workers such as promotores, community groups, migrant education, and health programs.
- Assist in the development of training modules for advocates, farm workers and partners on issues related to the MFWD’s priorities for farm worker education.
- Develop and implement mass media community education about farm workers' rights and resources for farm workers.
- Assist with the supervision of interns and volunteers who assist with MFWD’s outreach; assist in the day-to-day operations of the unit, including answering the phone and screening potential clients.
- Other duties as assigned by Managing Attorney.

REQUIRED QUALIFICATIONS:

- High School Diploma or GED.
- Fluent in written and oral Spanish and English.
- Strong interpersonal, written, and verbal communication skills and attention to detail.
- Ability to organize and manage multifaceted workload and to meet deadlines.
- Self-motivated, with the ability to work independently, think innovatively, and collaborate with others.
- Commitment to advocacy in the interest and passion for social justice.
- Sensitivity to the legal needs of low-income individuals, seniors, individuals with disabilities, People of Color, and individuals who do not speak English or with limited English proficiency.
- Proficient in digital content creation tools (i.e., Canva or Photoshop) and GPS mapping software.
- Flexible work schedule and work at least one evening per week and some weekends for part of the year.
- Valid driver's license, access to a reliable vehicle for travel across the state.
- Reside in the State of Colorado (or willing to relocate to Colorado as a condition of employment).

PREFERRED QUALIFICATIONS:

- Experience with community outreach, farm workers or other low-income workers.
- Experience with popular education, theater, or radio programming, especially for low-literacy adults.
- Experience with website design.
- Associate degree and/or bachelor's degree.

COMPENSATION AND BENEFITS:

CLS offers a generous benefits plan that includes 100% employer paid health insurance, Vision Service Plan – vision insurance, and Delta Dental insurance, life insurance, long-term disability insurance, Employee Assistance Program (EAP), Dependent Care and Medical Flexible spending accounts, and 403(b) retirement account. Additionally, CLS offers a \$350.00 monthly stipend (to be used as you choose), generous paid time off and 12.5 paid holidays per year. CLS values its employees' commitment to working hard work for the populations we serve and recognize the importance of work/life balance; therefore, as consistent with needs of the program, we offer flexible work schedules, hybrid work arrangements, promote and foster a diverse, inclusive, equitable and psychologically safe work environment, striving to be a “Best Place to Work” in Colorado.

HOW TO APPLY:

Please email a copy of your resume and cover letter to hire@colegalserv.org. Please include “Outreach Coordinator - MFWD” in the subject line.

Note: Please mention how you heard about the job announcement in your email.

NO PHONE CALLS OR RECRUITING FIRMS PLEASE!

OUR COMMITMENT TO DIVERSITY EQUITY INCLUSIITY AND BELONGING:

CLS embraces diversity, equity, inclusion, and belonging as an Equal Opportunity Employer in a serious way. We are committed to building and retaining a workforce that respects and seeks to empower each individual and represents a variety of diverse cultures, perspectives, skills, and experiences within our workforce. We encourage all qualified candidates to apply for this position.