



**Job Title:** Assistant Supervising Attorney – Housing Unit

**Location:** Denver

**Classification:** Exempt status

**Reports To:** Supervising Attorney of Denver Housing Unit

**Salary Range:** \$69,900-\$110,165 plus \$4,200 yearly stipend. Salary 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, public benefits, 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 impact and advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve.

**Position Summary:**

Assistant Supervising Attorneys of the Denver Housing Unit (DHU) work in concert with and report to the Supervising Attorney of the DHU 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.

**Essential Duties:**

- Lead a team of no more than 8 attorneys, paralegals, and social workers, with clinics in either Denver, Arapahoe, or Adams/Broomfield counties;
- Work with the Supervising Attorney to guide the legal work of the team;
- Assist in staff training, professional development, and performance evaluation;
- Assist in strategic planning and short- and long-range goal setting for the team and the unit;
- Assist in the coordination and implementation of systemic housing work and community outreach;
- Lead the hiring of team members and assist in the hiring of unit members on other teams;
- For the team, oversee and manage staff workloads, client relations, and interpersonal conflict, and, working with the Supervising Attorney, make recommendations to Senior Leadership for performance improvements or disciplinary action consistent with the terms of CLS’ Collective Bargaining Agreement;
- Maintain an active but not full caseload;
- Assist with grant management activities, such as engaging in direct work in courthouse clinics,



supervising grant-funded clinic staff, overseeing administration of the clinics, communicating with grantors and/or court staff regarding grant-funded clinics, and assisting with gathering data for grant reports;

- Complete administrative tasks such as leave request approvals, timesheet review, and reimbursement requests.

#### **Required Qualifications:**

- Valid license to practice law in the state of Colorado or ability to obtain a Colorado license as soon as practicable
- Experience in housing law from the perspective of a tenant's attorney
- Excellent written and verbal communication skills
- Detail-oriented with strong critical thinking and analytical skills
- Working knowledge of Microsoft Office

#### **Preferred Qualifications:**

- Three or more years' experience as a legal services attorney, or at a non-profit, governmental agency, or other similar organization
- Prior supervisory or administrative experience with a legal services program or law office
- Experience in the area of subsidized housing
- Bilingual in English/Spanish

#### **Compensation and Benefits:**

We offer a generous plan that includes 100% employer paid premiums for employee health, dental, vision, life, and long-term disability insurance as well as partial employer paid premiums for spouses/dependents, based on a sliding scale. We also offer Dependent Care and Medical Flexible spending accounts, a 403(b) retirement account, and an Employee Assistance Program (EAP). 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 for the population it serves and recognizes the importance of work/life balance; therefore, we offer flexible work schedules and hybrid work arrangements as appropriate. We 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 [hiring@colegalserv.org](mailto: hiring@colegalserv.org). Please include "**Assistant Supervising Attorney – Denver Housing Unit**" in the subject line.

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



Please no solicitations from recruitment firms.

**Our Commitment to Diversity, Equity, Inclusion, and Belonging:**

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