



Job Title: Grant Attorney

Location: Survivor Services Unit, Denver Office

Classification: Exempt

Reports To: Managing Attorney of Survivor Services Unit

Salary Range: \$66,422-\$108,111 salary 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:

The grant attorney will coordinate the provision of various legal services to individuals, adult and minor foreign national survivors of sex and/or labor trafficking; provide direct representation in immigration and, particularly humanitarian visas (T, U and domestic violence-based self-petitions); conduct initial interviews with potential victims of trafficking and facilitate reports to law enforcement, when appropriate. Excellent opportunity for those interested in varied legal issues and motivated by social justice. The position is funded for three years.

Essential Duties:

Position requires an interest in crime victim advocacy and immigration law. Essential duties include:

- Delivering sound legal counsel and exceptional advocacy that aligns with program objectives and meets the standards set forth by CLS Casehandler guidelines.
- Displaying patience, empathy, and sound judgment while providing clear and transparent communication to clients, managing their expectations effectively.
- Performing client and witness interviews, carrying out thorough case investigations, and drafting necessary legal documents and pleadings, primarily immigration applications.
- Ensuring comprehensive and current documentation of client case notes in case management system.
- Representing clients in court and before administrative agencies and collaborating with other CLS attorneys and paralegals, as needed.



Required Qualifications:

- Valid license to practice law in the state of Colorado or ability to obtain a Colorado license as soon as practicable.
- Fluency in oral and written Spanish.
- Experience in direct client representation.
- Highly motivated, detail-oriented and have a demonstrated sensitivity to serving the legal needs of immigrant crime victims.
- Excellent written and verbal communication skills.
- Excellent analytical, organizational, and interpersonal skills.
- Detail-oriented with strong critical thinking and analytical skills.

Preferred Qualifications:

- Experience preparing humanitarian visas (Ts, Us and VAWA self-petitions).
- Specific experience in immigration law and serving foreign national victims of trafficking.

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 "**Grant Attorney – SSU- Denver**" 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.