Position Announcement
Temporary Law Clerk

Responsibilities
Tubman is seeking a full time, temporary Law Clerk to provide administrative and program support for our Self Represented Legal Clinics, Pro Bono Family Law cases and Family Law Clinics. This is a three month position, with the possibility of extension.

Other responsibilities include assisting staff attorneys with assigned tasks, completing client intake screenings, scheduling of law clinics and contributing to the legal services program outcomes and the mission of the agency. If candidate is eligible, this position would support student attorney certification and student practice under the supervision of a licensed Tubman attorney.

Benefits are not available for the temporary position.

Minimum Qualifications
- Graduation from an accredited law school and possession of a Juris Doctorate (spring 2019 graduates are encouraged to apply).
- Ability to communicate clearly and concisely, both orally and in writing, with a diverse group of people, including attorneys and clients.
- Ability to work both independently and as part of a team.
- Computer proficiency.

Preferred Candidate
- Experience or coursework related to family law and/or providing legal assistance to underserved populations.
- Experience working with volunteers.
- Experience working in collaboration with various social and community services.
- Ability to communicate orally and in writing in more than one language.

To apply: Send resumes and cover letter to: jobs@tubman.org, or Tubman Center East, Attn: HR Dept. 1725 Monastery Way, Maplewood, MN 55109.

We encourage applications from people of color, multilingual speakers, people of all genders, veterans and people with disabilities. We are an Equal Opportunity Employer.

About us: Tubman’s philosophy is rooted in our inspiration and namesake, Harriet Tubman. Facing unrelenting adversities, Harriet Tubman encouraged others to simply "Keep going." Each year, Tubman offers safety, healing and hope to over 30,000 people of all ages who are facing violence, exploitation, homelessness, addiction or mental health challenges. Our culturally responsive services are rooted in decades of research, innovation, experience, and partnership. Incorporating feedback from the people we serve and the community. Tubman provides countless ways to help. To learn more, please visit www.tubman.org.