

Job Announcement – For Posting Only

SUPERVISING ATTORNEY – Legal Services State Support

POSITION:

Legal Services State Support (State Support) is seeking a full-time Supervising Attorney. State Support is a project of the Minnesota Legal Services Coalition (MLSC), and is housed within Mid-Minnesota Legal Aid in its St. Paul office. State Support is a nationally recognized organization whose mission is to improve access to justice for all Minnesotans. State Support's unique role is to provide information, connections, and tools for the public and for advocates, and to support the civil legal aid programs who share our mission. Our strength is leveraging technology to provide this support broadly throughout the state. We are sustained by our relationship with MLSC programs and direct grants. State Support does not provide direct representation to clients.

State Support plays an essential role in Minnesota's civil justice system. Our work falls into the following focus areas:

- **Educate the Public About Legal Issues.** This includes publishing fact sheets and booklets and managing a library of other legal education materials on LawHelpMN.org.
- **Improve Client Referrals to Providers.** Our work in this area currently includes online intake, the LawHelpMN.org legal provider directory, a case placement tool on our advocate site, and the LiveChat navigation assistance. State Support is beginning a project to redesign LawHelpMN.org and our online intake system, and develop a triage system directing people to the best available resource for their legal problem.
- **Strengthen the Advocate Community Through Skills-Based and Legal Education.** Our activities in this area include hosting 15-25 poverty law continuing legal education (CLE) trainings per year and a biennial statewide conference, coordinating listservs and practice groups, and managing a library of practice resources on our advocate website, ProJusticeMN.org.
- **Strengthen the Advocate Community Through System-Wide Support.** Our activities in this area include housing statewide volunteer resources on ProJusticeMN.org, coordinating bimonthly meetings of the legal aid provider network, publishing a blog and monthly e-newsletter with legal aid news, maintaining a staff directory of all legal aid providers across the state, and posting available legal aid positions. Our program website, MNLegalServices.org, highlights our work in this area and serves as an umbrella site for the Minnesota Legal Services Coalition.
- **Expand Free Legal Services.** By accessing brief legal services online, more clients get legal assistance to help them solve their problem. Our activities in this area include online document assembly tools on LawHelpMN.org and managing MNLegalAdvice.org, a statewide online legal advice website.

RESPONSIBILITIES:

This position will supervise the work of State Support. Responsibilities include supervision of legal work, office work planning, staff evaluations, and grants management. The position also involves an active role in the work of State Support. In addition, the supervising attorney will be State Support's liaison to legal services programs in Minnesota and to the national legal services technology community. This is a unique job that provides an exciting opportunity to make a statewide impact on improving access to justice in Minnesota.

QUALIFICATIONS:

Applicants should have at least three years of legal experience. Applicants must be licensed in Minnesota or eligible for admission by reciprocity. Applicants must also have: 1) a demonstrated interest in and commitment to the needs of low-income/vulnerable clients; 2) excellent communication, analytical, and writing skills, including strong public speaking skills; 3) strong computer skills and a demonstrated interest in exploring and using technology; 4) proficiency using Microsoft Windows and Office; and 5) project planning and project management experience. Experience in poverty law, legal services, or equivalent general practice is preferred. Diverse economic, social, or cultural experiences and relevant language skills are a plus. Supervisory experience is a plus but not required.

SALARY:

Up to \$62,600 DOE. Benefits include generous vacation, sick leave, life, and long-term disability insurance, and family medical insurance.

STARTING DATE:

As soon as possible after position is filled.

APPLICATIONS:

Cover letter and resume with references should be submitted online at mylegalaid.org/jobs by December 1, 2017. Late applications will be considered until the position is filled.

No calls please.

MMLA is an equal opportunity/affirmative action employer.