



MILWAUKEE OFFICE

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**STAFF ATTORNEY - VOLUNTEER COORDINATOR
VOLUNTEER LAWYERS PROJECT
MILWAUKEE OFFICE
INTERNAL AND EXTERNAL JOB ANNOUNCEMENT
DECEMBER 22, 2020**

Legal Action of Wisconsin is hiring a full-time staff attorney for the Volunteer Lawyers Project (VLP) in our Milwaukee office. VLP supplements the legal services provided by Legal Action staff by recruiting, training, and supporting (including recognition/appreciation of) lawyers who provide pro bono legal services. Working under the supervision of the VLP Director, this person will recruit private attorneys to participate in various VLP projects including the Eviction Defense Project, the Student Legal Aid Project, Unemployment Compensation Clinics, Bankruptcy Clinics, and others. The staff attorney will also coordinate volunteer training, make individual case referrals, and oversee the volunteers' work on cases. VLP provides training to both pro bono attorneys and other public interest lawyers in the most significant areas of poverty law, such as housing, family, public benefits, consumer, and barriers to employment. We also rely upon pro bono to help our clients in other areas of law such as transactional, bankruptcy, immigration, and tax matters. We seek a staff attorney who is available to start as soon as possible.

During the pandemic, most LAW staff members are working remotely. This position will likely be remote for one or two days per week. LAW requires all staff to wear face masks when in our physical offices.

LEGAL ACTION OF WISCONSIN, INC:

Legal Action is a large, vibrant non-profit law firm funded by the federal Legal Services Corporation, the Wisconsin Trust Account Foundation, and other sources. Legal Action provides free legal aid to about 13,500 low-income persons annually in the southern 39 counties of Wisconsin with offices in Milwaukee, Madison, Racine, Oshkosh, Green Bay, and La Crosse. In addition, LAW operates a statewide farmworker project, and several other state-wide projects serving crime victims, including victims of sex and labor trafficking. LAW attorneys have expertise in a range of substantive areas, but the majority of our work is in the areas of housing, public benefits, removing barriers to employment, consumer law, and family law. Legal Action attorneys specialize in specific areas of poverty law, maintain a direct service caseload on behalf of individual clients, and engage in law reform litigation and other impact work.

Legal Action believes that equal justice under law can only be achieved through the collaboration of a diverse staff. We are committed to equitable inclusion across gender, sexual orientation, gender identity, age, ability, sex, religion, economic circumstances, ethnicity, national origin, and culture. We are striving to transcend the construct of race and be an anti-racist law firm. We encourage staff to bring their whole selves to work each day and pledge to celebrate every aspect of who they are.

Serving Milwaukee and Waukesha Counties

Green Bay Office Brown, Calumet, Door, Kewaunee, Manitowoc, and Outagamie Counties

La Crosse Office Buffalo, Crawford, Grant, Jackson, Juneau, La Crosse, Monroe, Richland, Trempealeau, and Vernon Counties

Madison Office Columbia, Dane, Dodge, Green, Iowa, Jefferson, Lafayette, Rock, and Sauk Counties

Farmworker Project Statewide

Oshkosh Office Adams, Fond du Lac, Green Lake, Marquette, Ozaukee, Sheboygan, Washington, Waushara, and Winnebago Counties

Racine Office Kenosha, Racine, and Walworth Counties

tel 920-432-4645 | toll-free 800-236-1127

tel 608-785-2809 | toll-free 800-873-0927

tel 608-256-3304 | toll-free 800-362-3904

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tel 920-233-6521 | toll-free 800-236-1128

tel 262-635-8836 | toll-free 800-242-5840

OFFICE LOCATION

The Milwaukee Area Office staff is housed at 633 W. Wisconsin Ave. and is comprised of 41 attorneys, 19 paralegals, and 18 other administrative, professional and technical staff. Intake is done by telephone, on a walk-in basis, or at neighborhood outstations in Milwaukee and Waukesha. The Milwaukee Area Office also houses the Legal Action administrative staff, the SeniorLAW Project, and a Volunteer Lawyers Project. Two attorneys are located at the Center for Driver's License Recovery & Employment at Milwaukee Area Technical College and one attorney and one paralegal are housed at the Student Legal Aid Project at Milwaukee Area Technical College.

SUPERVISION

The position will be supervised by the Volunteer Lawyers Project Director.

KEY RESPONSIBILITIES

This position will work closely with Legal Action's VLP Director, the VLP team, and the Milwaukee office, to:

- Develop, coordinate, manage Legal Action's pro bono program for the Milwaukee office. This project will use pro bono attorneys, law students, paralegal students to provide legal aid for low-income clients.
- Work closely with the VLP Director and LAW staff to set and implement pro bono priorities informed by client and firm needs.
- Recruit, schedule, and coordinate volunteer attorneys to represent clients and staff pro bono clinics, including the Unemployment Insurance Clinic, Bankruptcy Clinic, Eviction Defense Project, and Student Legal Aid Project.
- Provide client case management for clients, including referring clients to volunteer attorneys, and providing necessary follow-up on cases.
- Create training materials and plan and implement training of pro bono attorneys, including on-demand video trainings and other digital materials.
- Oversee the day to day operations of the project, including the regularly scheduled pro bono clinics.

QUALIFICATIONS

- J.D. Required, licensed in Wisconsin upon hire.
- Legal practice experience preferred.
- Strong communication skills to engage key stakeholders, clients, and pro bono attorneys.
- Ability to manage a high volume, fast-paced project.
- Ability to prioritize and organize resources while maintaining quality and attention to detail.
- Ability to work harmoniously with others.
- Enthusiasm for civil legal aid and equal justice for and service to our clients.
- Familiarity with courtroom procedure (state and municipal) preferred.
- Experience creating training materials and leading trainings or a willingness to learn.
- Superior skills in case analysis, research, and writing.
- Demonstrated ability to speak and write clearly and persuasively.
- Self-motivated, diligent, and able to meet strict deadlines while under pressure.

- Commitment to inclusion of all, including our clients' and our staffs' race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, and socio-economic circumstances.
- Fluency in a language other than English and cultural affinity for the client community that speaks that language is highly desired.
- Willingness and enthusiasm for staffing and providing clinics during weekends and evenings.

Legal Action values a diverse staff and work environment. LAW strongly encourages applications from women, people of color, people who identify as LGBTQIA, people with disabilities, and people with life experiences or education that add to the firm's diversity and our capacity to provide high-quality legal aid.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The position involves sedentary work at a desk on a computer for an extended period. The employee must occasionally lift or move up to 20 pounds. While performing the duties of this job, the employee is occasionally required to stand, move, talk, use hands and fingers to operate a computer and/or laptop keyboard and use a telephone. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. This position works in an environmentally-controlled office environment with moderate noise from phones, printers and light office traffic in the Milwaukee Office.

GOVERNANCE

The position is subject to a probationary period of up to one year. The position is governed by the Legal Action of Wisconsin, Inc. Personnel Policies which are subject to unilateral change by the Legal Action Board of Directors. As with any Legal Action position, there is no guaranteed period of employment and employment is at will, subject to termination at any time.

SALARY & BENEFITS

Starting salary depends upon experience and qualifications, with a minimum starting salary of \$45,727; \$52,347 for a candidate with five years of legal experience; \$58,967 for a candidate with ten years of legal experience for a 100% full-time position. Salaries are not negotiable and will follow this scale. Each year, Legal Action's Board of Directors determines the amount of salary increase for non-represented attorneys. Though not guaranteed, for many years the Legal Action Board has provided an annual \$2,000 step increase.

Legal Action provides a generous fringe benefits package including employer-paid health and dental insurance for employees and eligible dependents. (Some employees are required to contribute to the health insurance premium for their spouse, if the spouse has group health insurance provided by their employer.) Legal Action also provides life and long-term disability insurance, a profit-sharing retirement plan, salary deferral options for retirement planning, low-cost employee-paid vision coverage, four weeks of vacation leave per year, four days of personal leave, and generous sick leave. Legal Action also offers flexible schedules including telecommuting for experienced staff. We also provide four weeks of paid parental leave to eligible employees.

HOW TO APPLY

Applicants must submit the following application materials via Legal Action of Wisconsin's online applicant portal using the following link [Staff Attorney – Volunteer Lawyers Project \(VLP\)](#):

- Cover letter
- Resume
- Writing sample
- Provide the names and contact information for three professional references (current LAW staff members are not required to include references)
- Law school transcript (only required for applicants who graduated 2017 or later)

Please submit and upload all the documents required. If the required documents are not submitted as requested, your application will be considered incomplete and we will not be able to consider you for this position.

DEADLINE FOR APPLICATIONS

This position will be open until filled. We will review applicants on a rolling basis. To assure early consideration, please submit application materials as soon as possible. Interviews will be conducted remotely.

Legal Action of Wisconsin, Inc. is an Equal Opportunity/Affirmative Action Employer