

# NOTICE

## Managing Attorney Muskegon Office

**Program:** Legal Aid of Western Michigan (LAWM) has a position open for a Managing Attorney in its Muskegon office. LAWM is LSC-funded and represents low-income individuals and families in a wide variety of poverty law areas including domestic violence, housing, public benefits and consumer issues. The Muskegon office has four other attorneys and two support staff. Legal Aid of Western Michigan is a regional firm that covers 17 counties, and the Muskegon office serves Lake, Mason, Muskegon, Newaygo, Oceana & Osceola counties.

**Qualifications:** The ideal candidates will possess:

- at least five years of experience as a practicing attorney,
- some degree of supervisory experience,
- excellent written and oral communication skills.

Spanish Language proficiency valued.

### **Duties:**

The Managing Attorney is expected to:

- manage the intake that comes directly to the office from the statewide telephone hotline, online intake applications & community outreach
- manage multiple tasks,
- utilize conflict management skills,
- manage and mentor attorneys, advocates and administrative staff,
- oversee litigation conducted by staff,
- have the experience and skills sufficient to implement an array of advocacy strategies,
- manage a litigation caseload,
- build collaborative relationships within the community.

**Salary/Benefits:** From \$61,000 DOE. LAWM offers an excellent fringe benefit package including a retirement plan and a flex benefit account.

**LAWM IS AN EQUAL OPPORTUNITY EMPLOYER**

TO APPLY, send resume and cover letter to Executive Director, Pamela Hoekwater,  
**[phoekwater@lawestmi.org](mailto:phoekwater@lawestmi.org)**