

## **Job Announcement**

Position: Managing Attorney

Legal Aid Service of Northeastern Minnesota (LASNEM) seeks to fill the position for managing attorney at its Brainerd office. This individual will manage both the Brainerd and Pine City offices. These offices provide civil legal services to eligible individuals in Aitkin, Crow Wing, Pine and Kanabec counties, as well as portions of Cass County.

### **Organization:**

LASNEM provides legal representation to low-income and senior citizens in 11 counties with offices in Duluth, Grand Rapids, Virginia, Brainerd and Pine City. LASNEM was founded in 1952 and has become an integral part of the justice system and a cornerstone of Northeastern Minnesota's commitment to the proposition that equal access to justice is a basic human right. In addition to a full range of general poverty law services, LASNEM operates special projects to focus on the unique needs of the clients we serve, such as the Senior Law Project, the Native American Outreach Project in Itasca County, and critical partnerships in multiple counties to prevent homelessness. LASNEM is also one of the seven legal services programs that form the Minnesota Legal Services Coalition.

In every case that we handle, our goal is always to help our clients reach sustainable, holistic resolutions to the problems they face. Legal problems do not arise in a vacuum, nor does resolving a legal matter always achieve the client's goals of safety, stability and opportunity. To that end, we work closely with a large number of community partners all across our service area. Working in tandem with our community partners can often spark a virtuous cycle of success for our mutual clients.

### **Responsibilities:**

The Brainerd Managing Attorney is responsible for both legal representation of low-income individuals in all areas of poverty law (such as family law, orders for protection, landlord/tenant disputes, evictions, utilities, public benefits, consumer, expungement and other civil matters) in addition to the management of the Brainerd and Pine City offices. Aside from direct client services, the managing attorney position requires preparing and delivering training and other community education, conducting outreach, appearing in administrative and judicial forums, active bar participation and special legal and community projects impacting low-income clients.

The managing attorney is a member of the LASNEM Leadership Team, where they will participate in agency-wide discussions, decision making, and opportunities for mentorship to colleagues. The managing attorney promotes positive and team-based work atmosphere, demonstrates LASNEM's mission and policies and supports other staff in their efforts to do the same. The individual will participate in direct communication with colleagues, the courts and community partners, and consistently demonstrate professional judgment and discretion.

The managing attorney is responsible for scheduling and general oversight of the offices to ensure smooth functioning and staffing. This includes reviewing and approving timesheets, vacation requests and office related invoices, as well as ensuring local staff have the tools to effectively perform their work. The managing attorney will support and enact changes to procedure and policy as directed by the Executive Director and will work closely with the Director of Advocacy implement needed changes and to meet client and agency needs

The managing attorney position is one of two attorney positions housed at the Brainerd office. The managing attorney's legal advocacy will be supervised by the agency's Director of Advocacy, who works out of the Duluth office. The managing attorney must have strong communication skills and willingness to connect virtually, electronically, in person or on the phone with their fellow team members. Training, mentoring and support will be consistently available for the new managing attorney at the Brainerd office by the Director of Advocacy, the Brainerd office colleagues, and fellow LASNEM staff from all the offices.

**Qualifications:**

Applicants must be licensed to practice law in Minnesota or eligibility for admission by motion or reciprocity. Previous experience practicing law is required, and experience in poverty law is preferred but not required. Demonstrable awareness and sensitivity to the needs of the populations we serve is necessary. Candidates must have a valid driver's license, working vehicle with valid insurance and willingness to travel to court proceedings, outreach opportunities, staff meetings and trainings. Excellent written and communication skills, ability to work constructively with others, ability and willingness to work hard, good judgment, and willingness to work independently are all necessary qualifications for this position. Applicants must be flexible and willing to accept additional duties as necessary.

**Compensation:**

Salary DOE, pursuant to salary scale. LASNEM offers a comprehensive benefits package with excellent health/dental/life/disability insurance; 403(b) retirement plan; exceptionally generous and flexible paid time off; and LASNEM observes all federal holidays.

**Deadline to Apply: Open Until August 25, 2021.**

Please submit a cover letter, resume and list of three references **via email only** to:

Dori Streit, Executive Director,  
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