

PARALEGAL/LEGAL ASSISTANT (ST. CLOUD) – FULL-TIME

Mid-Minnesota Legal Aid (MMLA) is seeking a full-time Paralegal/Legal Assistant for its St. Cloud office. This position will allow for a hybrid work environment after an initial starting period in office. This position will start as soon as possible after an offer is extended.

As an equal opportunity employer, MMLA is committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. We welcome information about how your experience can contribute to serving our diverse client communities. Applicants are encouraged to share in their cover letter how they can further our goal of equal justice for all. We are committed to a discrimination- and harassment-free workplace.

BACKGROUND: MMLA's mission is to advocate for the legal rights of disadvantaged people to have safe, healthy, and independent lives in their communities. MMLA provides civil legal representation to clients with low incomes and seniors in 21 counties in central Minnesota, and to people with disabilities throughout the state. MMLA's St. Cloud office serves 9 counties in central Minnesota. MMLA receives funding from a variety of public and private sources and enjoys strong support from the organized bar.

RESPONSIBILITIES:

- Apply the principles of MMLA's Racial Justice Values Statement in all interactions.
- Provide help to clients on housing law issues, including:
 - Intake
 - Outreach
 - Document Creation
 - Negotiation
 - Litigation support to attorneys along with e-filing, file organization, and other litigation support as needed.
 - Fact investigation
 - Community Education
- Other duties as assigned.

QUALIFICATIONS:

- Ability and desire to connect with MMLA's client community.
- Self-motivated and a team player.
- Strong verbal, written, and interpersonal communication skills.
- Strong attention to detail.
- Ability to manage multiple tasks/deadlines and switch focus as needed.
- Ability to learn new technology, software, and processes as they are deployed.
- Proficiency using Microsoft Office required.
- Second language ability preferred.
- Paralegal certification, education, and/or experience preferred.
- Diverse economic, social, or cultural experiences preferred.

SALARY: \$36,862 to \$39,112 per year, depending on experience, plus benefits. Benefits include family medical and dental insurance, short- and long-term disability, life insurance, 403(b) with employer match, FSA, employee assistance programs, and generous paid time off.

APPLICATIONS: Submit resume and cover letter explaining interest in the position via email at apply@mylegalaid.org until position is filled.

If you require a reasonable accommodation for completing this application, interviewing, or otherwise participating in our employee selection process, please contact Ann Cofell at acofell@mylegalaid.org.

Please direct all other inquiries to hiring@mylegalaid.org.

Mid-Minnesota Legal Aid is an Equal Opportunity/Affirmative Action employer.