



Daniel K. Glazier  
Executive Director and  
General Counsel

**Legal Services Coordinator - Paralegal  
Volunteer Lawyers Program**  
*Part-Time (32 hours weekly)*

**JOB SUMMARY:**

Legal Services of Eastern Missouri, Inc. (Legal Services), a non-profit law firm providing free civil legal assistance to low income/low opportunity individuals in 21 eastern Missouri counties, is seeking a part-time (32 hours per week) Legal Services Coordinator for its Volunteer Lawyers Program. The Legal Services Coordinator will assist with client intake and case monitoring and will place client matters with volunteer attorneys, track and close files. The Legal Services Coordinator will also coordinate legal assistance clinics, attorney trainings and similar events and participate in community legal information events.

**Responsibilities:**

- The Legal Services Coordinator is the front-line person in placing cases with volunteer attorneys and reports to the Director of the Volunteer Lawyers Program. This position will be responsible for the following tasks:
- Interview clients and obtain necessary information for case placement.
- Effectively manage a high volume caseload.
- Use the Legal Server case management system (training provided) to open and track cases.
- Engage in daily verbal and written communications with attorneys, pro bono coordinators and their staff to place cases.
- Prepare written correspondence to clients, including letters of counsel and advice for the Director's review and signature.
- Coordinate and assist with trainings, seminars and legal assistance clinics.
- Participate in and assist with community legal education and information fairs.
- Assemble training materials and presentations.
- Possess or obtain notary certification and notarize documents.
- Be willing to obtain a rudimentary knowledge of Missouri housing law, family law and other areas of legal practice in which clients are served.
- Supervise student interns.
- Perform other duties as required by the Director of the Volunteer Lawyers Program.

**Qualifications:**

- Must have a passion for serving low-income clients; have exceptional organizational and multi-tasking skills; possess strong verbal and written communication skills; must be detail-oriented; must enjoy working with people; must have the emotional maturity and stress management skills necessary to serve clients who are in the midst of crises and trauma. Must be a self-starter able to work independently with limited task supervision.

**4232 Forest Park Avenue St. Louis, Missouri 63108 314.534.4200 1.800.444.0514 [www.lsem.org](http://www.lsem.org)**

- Must have some professional experience with litigation and the legal profession.
- Must be proficient with Microsoft Office (Word, Excel, Access, Outlook, Power Point etc.)
- Must have transportation for occasional work outside of the office at legal assistance clinics and community events.
- The ideal candidate will have five or more year's experience working in a professional legal environment such as a law firm, non-profit or government setting, and at least two years post-high-school education, with a college degree preferred.

### **Salary & Benefits Information:**

Salary commensurate with experience. Excellent benefits including medical, dental and vision insurance, a generous time off policy, 403(b) and profit sharing plans, long-term disability and life insurance, employee assistance plan, and flexible spending account.

### **Application Information:**

Please send a cover letter and resume to: L. Lingard, Interim Human Resources Director:  
[https://careers.jobscore.com/apply\\_flow/standard\\_applications/apply?job\\_id=dWHJoe9m4r6iGhdNDWqL8o](https://careers.jobscore.com/apply_flow/standard_applications/apply?job_id=dWHJoe9m4r6iGhdNDWqL8o)

**Submission Deadline:** Position open till filled.

*Equal access to Legal Services' office is available. Those applicants requiring accommodation to the interview/application process should contact the Human Resources Director at the e-mail address listed above. Legal Services of Eastern Missouri is an equal opportunity employer.*