

Summer Outreach Advocate

Legal Services of Northwest Minnesota (LSNM) seeks a **Summer Outreach Advocate** to assist its outreach efforts and serve as the seasonal coordinator of the LSNM Justice Bus mobile legal aid office.

The position will preferably be based out of LSNM's Bemidji, Minnesota office, however applicants with the ability to be based out of our Alexandria or Moorhead Regional offices will also be considered. This position will include both in-office and remote work and will include significant travel throughout northwest Minnesota. Our service area contains hundreds of lakes, wilderness, incredible beauty and limitless recreation possibilities and extensive cultural opportunities.

LSNM is a non-profit law firm which receives federal, state, local, public and private funding to provide free and confidential services to eligible low-income individuals and seniors in 22 counties in northwest Minnesota on civil issues impacting critical basic legal needs, including poverty law areas of family law, public benefits, Social Security Disability, health, public housing, and landlord-tenant.

The **Summer Outreach Advocate** will play a vital role in increasing the program's outreach and legal education capacity throughout northwest Minnesota during the late spring and summer season. In addition to collaborating and coordinating with stakeholders throughout our service area, the summer outreach advocate will drive the Justice Bus to outreach events and clinics, set up/take down events, and interact with attendees and event organizers.

Responsibilities:

- Perform outreach to expand access to civil legal aid services and resources across our 22-county service area.
- Drive and maintain the LSNM Justice Bus, including ensuring that the vehicle is fully equipped with necessary supplies before each outing.
- Participate in outreach and case review meetings.
- Compile information/draft reports related to outreach.
- Maintain, update, and create forms and databases as needed.
- In coordination with the Communications & Outreach Coordinator, work to develop and strengthen LSNM's partnerships and virtual/media outreach strategy to more effectively reach target populations, help create materials to promote events and legal clinics, and assist with virtual outreach including social media, radio, print, and video messaging.
- Answer/return phone calls, conduct intake interviews by phone, and provide referrals as necessary.
- If a law student, additional duties may include conducting legal research and drafting memos; and drafting letters to help resolve legal disputes.
- Other duties as based on interest, education, and skill set.

Qualifications:

- Demonstrated interest in addressing the needs of low-income communities is strongly preferred.
- Comfortable serving, and the ability to relate to, individuals from varying backgrounds.
- Displays sensitivity and cultural competency.
- Detail-oriented and organized, with the ability to plan ahead.
- Positive and flexible attitude
- Ability to work both independently and as part of a team.
- Ability to work remotely and in-office.
- Working knowledge of, or ability to learn legal case management system, as well as proficiency in Microsoft Office programs.
- Possession of a valid driver's license with a clean driving record.
- Paralegal certificate or J.D. a bonus, but not required

Position dates: As soon as possible, but no later than mid-late May. The end date is flexible but at least through August is preferred.

Compensation: \$18/hour. Pro-rated holiday pay is also available. All outreach-related travel expenses will be reimbursed. TALK TO SHELLEY

Time commitment: Flexible based on applicant's preference; between 30-40 hours/week. Willingness to work irregular hours – including evening outreach and occasional weekend events required. Overnight travel may be possible.

Applications will be accepted on an ongoing basis until the position is filled; however, applicants are strongly encouraged to apply **by April 21, 2023**. To apply, email a cover letter, resume, and three references to:

Anne Hoefgen
Executive Director
Ahoefgen@lsnmlaw.org

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