

# Colorado Legal Services

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Date: TBD

## JOB ANNOUNCEMENT

POSITION: Grant Paralegal, Colorado Legal Services  
SALARY: Based on Scale / Commensurate with experience  
JOB LOCATION: Denver, Colorado

QUALIFICATIONS: Position requires excellent analytical, organizational and writing skills. Fluency in oral and written Spanish **required**. Must be highly motivated, detail-oriented and have sensitivity to serving the legal needs of immigrants and crime victims. Experience in client services (legal or social work), with demonstrated competency in service provision for survivors of human trafficking, trauma, sexual assault or other violent crimes. Frequent overnight travel required.

BACKGROUND: Colorado Legal Services provides free civil legal assistance to low-income immigrant workers and crime victims across the state, including to migrant farm workers. The paralegal will assist CLS attorneys in an innovative program to combat human trafficking. Specifically, paralegal will coordinate community trainings about human trafficking, conduct interviews with potential trafficking victims, assist casehandlers in CLS trafficking cases, and assist the Project Director with administrative tasks.

DUTIES AND RESPONSIBILITIES: The Grant paralegal will hold primary responsibility for coordinating trainings for communities and service providers around the state. She or he will conduct factual investigations in potential cases. The grant paralegal would be responsible for regular client communications, including intake interviews in English, Spanish or third languages, using interpreters if needed. Travel throughout the state may be required to support state-wide outreach and victim assistance. Finally, the paralegal will assist in such administrative tasks as compiling reports, coordinating with project collaborators, and assessing the progress of the project on a regular basis. Excellent opportunity for those interested in legal issues and motivated by social justice. The position is funded for three years, subject to annual continuation.

OPEN-CLOSE DATE: Applications considered on a rolling basis; deadline December 15, 2017. Applicants should submit a resume, cover letter, list of three references and one legal or other professional writing sample to:

Patricia Medige, Senior Attorney, [pmedige@collegalserv.org](mailto:pmedige@collegalserv.org), OR:  
Colorado Legal Services  
1905 Sherman St., Ste. 400  
Denver, CO 80203  
(303) 866-9385

CLS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

