



CANCER LEGAL CARE

LAWYERS ON YOUR CANCER CARE TEAM

Position: Staff Attorney (Part-Time)

Job Summary: Cancer Legal Care is looking for a lawyer to help manage intake and work with clients in a variety of practice areas: estate planning, employment, disability, housing, and more. The position entails assisting most clients by phone, taking on some matters in-house, and referring some clients to volunteer attorneys or other resources. The successful candidate will be a self-starter, have a demonstrated commitment to nonprofit or legal services, and be an empathetic advocate for our growing number of clients.

Organization Summary: Cancer Legal Care engages the law to resolve the complex issues facing people and communities affected by cancer. Our Legal Care Program provides free legal care to Minnesotans dealing with cancer so that they are better able to focus their energies on healing, rather than an endless loop of “what if” and worry. To date, our staff and volunteer attorneys have provided over \$9,600,000 in free legal care services to the Minnesota cancer community.

Primary Job Duties

- Performing client intake
- Advising and counseling clients
- Identifying various legal issues and working to resolve them
- Learning relevant law through consultation with our attorneys, research, and CLEs
- Placing matters with volunteer attorneys as appropriate
- Maintaining client data and records in compliance with our protocols
- Developing reports and actively participating in all aspects of program evaluation and grant reporting
- Working with staff to develop and implement current and new projects
- Conducting outreach to other legal providers, bar associations, and nonprofits
- Being a steward for our mission, growth, and advancement

Secondary Job Duties

Assisting with volunteer attorney program: recruitment, orientation, recognition

- Assisting with event presentations planning and oversight: continuing education, clinics, outreach
- Assisting with all aspects of fundraising and grant reporting



- Noticing gaps in the organization, taking initiative to implement policies/procedures

Experience

- Graduate of an accredited law school, member in good standing of the Minnesota Bar
- Prior legal experience in relevant areas of law is helpful, but not required
- Demonstrated project management skills and ability to work well with others

Skills and Qualifications: Excellent communication skills, empathy and a connection to our mission, able to problem-solve, public speaking experience, able to work effectively with minimal supervision, proven ability to prioritize and complete tasks efficiently, technical knowledge and ability to make it understandable to everyone.

Additional Information: Position reports directly to the Executive Director. Position is part-time, with the specific number of hours to be determined in conjunction with the successful applicant. Majority of hours must be worked in the Arden Hills office, but some projects might be able to be done remotely. Evening and weekend hours are sometimes required. Eligible to participate in benefits program with requisite number of hours worked per week. Organization will pay for annual lawyer registration, professional dues, CLEs, research materials, and certain conferences. Position is classified as regular, nonexempt.

How to Apply: Email cover letter with salary requirements and resume to Lindy Yokanovich, Executive Director, at lindy@cancerlegalcare.org.