

**Position**

Staff Attorney (part-time)
Cancer Legal Care

POSTED 3/11/22

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 help to Minnesotans dealing with cancer—estate planning, employment, disability, insurance, and more—so that they are better able to focus their energies on healing, rather than an endless loop of “what if” and worry.

Job Summary

Cancer Legal Care is looking for a lawyer with empathy and great communication skills to join our team and help cancer patients and their families with a variety of legal issues: estate planning, employment, disability, insurance, and more. The position entails assisting most clients by phone and video, taking on some matters in-house, and referring some clients to volunteer attorneys or other organizations. The successful candidate will be compassionate and feel connected to our mission, possess strong listening skills, be able to build a trusted rapport with our clients, be a self-starter, and have a demonstrated commitment to nonprofit or legal services.

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, or referring to other organizations
- Maintaining client data and records in compliance with our protocols
- Developing reports and participating in all aspects of evaluation and reporting
- Working with staff to develop and implement current and new projects
- Being a steward for our mission, growth, and advancement

Secondary Job Duties

- Assisting with volunteer attorney program: recruitment, orientation, recognition
- Assisting with presentations and planning: continuing education, clinics, outreach

- Assisting with all aspects of fundraising and grant reporting
- Noticing gaps in the organization, taking initiative to implement policies/procedures
- Perform other tasks as assigned

In an average 20-hour work week, you will likely spend 6 hours talking to and advising clients; 4 hours researching and working on matters, 3 hours tracking client intake, 3 hours studying practice areas, and 4 hours meeting with your colleagues and the team.

Experience

- Graduate of an accredited law school
- Member in good standing of the Minnesota Bar
- 3-5 years prior legal experience in relevant area(s) of law
- Demonstrated empathy, communication skills, and ability to work well with others

Skills and Qualifications

Excellent communication skills; empathy and a connection to our mission; ability to make complex legal concepts understandable to clients; ability to problem-solve; willingness to engage in public speaking; ability to work effectively with minimal supervision; proven ability to prioritize and complete tasks efficiently.

Position Information

- Reports to the Managing Director
- Classified as regular, non-exempt
- Salary is \$39,520-\$41,600/annual based on a 20-hour work week. Some evening and weekend hours required. There is some flexibility regarding hours for this position, but the expectation and need is within the general range of 20 hours per week.
- Office located in Oakdale; the position can be in-office, remote, or hybrid
- Generous paid time off (PTO)
- Technology allowance reimbursement available (separate from compensation)
- 401(k) available with employer Safe Harbor Match
- Aflac suite of benefits based on hours worked and Aflac-defined eligibility
- Organization will pay for Minnesota annual lawyer registration, professional dues, CLEs, research materials, and certain conferences
- COVID-19 vaccination required

How to Apply

Cancer Legal Care encourages people with a broad background of lived experiences and identities to apply. Email a cover letter addressing why practicing law on behalf of cancer patients and their loved ones is important to you, along with your resume, to Lindy Yokanovich, Executive Director, at Lindy@CancerLegalCare.org.

Position open until filled. Applications reviewed upon receipt. No phone inquiries, please.