



Daniel K. Glazier  
Executive Director and  
General Counsel

## **Staff Attorney Community Economic Development (CED) Program**

### **JOB SUMMARY:**

Legal Services of Eastern Missouri, Inc. (LSEM), a non-profit law firm that provides free legal assistance to people living with low-income/low opportunity, seeks a full-time Staff Attorney to work in its Community Economic Development (CED) Program.

The CED Program offers free legal help to low-income, low-opportunity individuals who are starting or growing their business or nonprofit organization. Under the supervision of the CED Program Managing Attorney, the Staff Attorney will have full responsibility for cases in which s/he is primary counsel. This person also will need to be involved in community education activities, conduct presentations, collaborate with community groups and local bar, and conduct general outreach within the CED Program's priority areas.

### **RESPONSIBILITIES:**

**The CED Staff Attorney must be able to do the following:**

1. Conduct substantive legal work including perform legal research, utilizing all tools available. Draft complex letters, agreements and memoranda. Possess legal knowledge and/or have experience working on complex business transactions including possessing expertise in specialized area(s) or becoming proficient in particular areas including nonprofit law;
2. Conduct in-depth client interviews, fact-gathering and follow-up due diligence. Place cases with volunteer attorneys and the follow-up required;
3. Have experience presenting and teaching to groups of people including being able to lead workshops with community organizations. Participate and be active in conducting community outreach and private bar involvement including networking for the CED Program. Will need flexibility working some evenings and Saturdays as needed;
4. Enjoy working with low-income, underrepresented communities, recognizing major issues affecting the lives of low-income clients. Work collaboratively with others, supervise law students and paralegals and have excellent communication skills;
5. Draft community education materials, record webinars and perform other duties as requested; and
6. Work to expand available resources to serve clients through interaction with volunteer lawyers who can help deliver services.

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

**QUALIFICATIONS:**

The CED Staff Attorney must be able to relate well with low-income clients, possess excellent communication and writing skills, be computer proficient, and collaborate well with others. This person must demonstrate initiative, sound judgment and a commitment to a legal aid mission but be open to creative and innovative ways of fulfilling that mission. Previous experience in transactional law practice is required. Previous legal experience, working with nonprofit organizations a plus. The CED Staff Attorney must be licensed to practice law in the state of Missouri or become licensed without examination.

**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, flexible spending account, and paid CLE and Bar dues.

**Application Information:**

Please send a cover letter, resume and a list of three references to John Early, Director of Human Resources & Operations, at [jgearly@lsem.org](mailto:jgearly@lsem.org).

**Submission Deadline: February 18, 2018**

*Equal access to LSEM's 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. LSEM is an equal opportunity employer.*