



**INDIANA LEGAL SERVICES, INC.**

***Job Announcement***

**MILITARY ASSISTANCE PROJECT STAFF ATTORNEY**

**AGENCY DESCRIPTION:** Indiana Legal Services, Inc. (ILS) is a statewide, not-for-profit organization that provides free legal services to eligible clients in civil cases through 8 branch offices. ILS is funded by the Legal Services Corporation, Indiana Civil Legal Aid Fund, United Ways, Area Agencies on Aging, Lilly Endowment and approximately 60 other funding sources.

The Military Assistance Project (MAP) is a statewide project that provides free civil legal counsel and extended representation to income-eligible military service members, veterans, and their families. The MAP's goal is to assist military service members, veterans, and their families with achieving or maintaining stability.

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:** ILS is committed to promoting diversity, multiculturalism, and inclusion and is proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any category protected by law. ***We strongly encourage LGBTQ, Black, Latino, Indigenous, and other applicants of color, people with disabilities, and other people historically underrepresented to apply.***

**LOCATION:** This position will serve Northeast Indiana counties. The successful applicant may work remotely from within the service area or at a nearby ILS office as space availability and location permit.

**JOB SUMMARY:** This is a full-time staff attorney position. The Military Assistance Project (MAP) attorney will assist with ILS MAP's Supportive Services for Veterans and Families (SSVF) sub-grant, which assists veterans who are facing eviction in Indiana. SSVF is a grant through the Department of Veterans Affairs and legal services under this grant is intended to prevent immediate eviction and to provide legal services to address barriers to housing stability. The SSVF grant is awarded to community partners that provide case management services and refer veterans who need legal assistance to the MAP. Areas of law that these veterans need assistance with include, but is not limited to, Evictions, Criminal Records Expungements, Driver's License Restoration, Discharge Upgrades, and Child Support Matters. The attorney may be called upon to assist with other MAP programs and projects. The attorney will also provide community legal education and work with community groups. The attorney will work under the supervision of the MAP Project Director.

**RESPONSIBILITIES:**

- Provide high quality legal services for housing landlord/tenant matters, criminal records expungements, driver's license restoration, discharge upgrades, and child support matters.
- Provide high quality legal advice, limited service, and negotiation.
- Review applications for legal assistance to assess legal issues and needs.
- Supervise law students, volunteers, and others, as assigned.
- Cultivate relationships with VA Medical Center staff and other veteran service providers.
- Plan, implement, and staff regular outreach sessions with community partners.
- Develop and maintain networking relationships with local bar associations and with local, state and federal governments and community agencies that serve our client population.

- Identify and address community legal needs and potential policy changes.
- Foster collegiality and teamwork within ILS including sharing work product and expertise.
- Comply with all LSC and grant requirements and all ILS policies and procedures.

**QUALIFICATIONS:**

- Dedicated to the mission of Indiana Legal Services.
- J.D. degree after graduation from an ABA-accredited law school and admitted to practice law in Indiana, or eligible to become licensed by reciprocity or by taking the next bar exam.
- VA-accredited or eligible to become VA-accredited.
- At least two (2) years of legal experience post-J.D. is preferred.
- Excellent written and oral communication skills.
- Veteran of any military branch or a family member/"dependent" of a veteran or military member is strongly preferred.

**COMPENSATION:** Starting salary is \$ 57,425, with a range up to a maximum of \$75,535 depending on experience. ILS offers an excellent fringe benefits package including health insurance (medical, dental, vision, Rx), disability insurance, a 401k plan, a flex benefit plan, and generous vacation and sick leave.

**TO APPLY:** Apply online or via email by submitting a letter explaining your interest and experience, your resume, and a list of at least 3 professional references with email addresses and telephone numbers. Applications or questions should be sent to [human.resources@ilsi.net](mailto:human.resources@ilsi.net).