

## **COMMUNITY JUSTICE WORKER TRAINEE KODIAK, AK**

Alaska Legal Services Corporation is recruiting for a full-time (35 hours per week) Community Justice Worker Trainee in its Kodiak office, for the ALSC CJW Training Program. Responsibilities include interviewing/screening applicants and prospective clients for service, drafting documents, routine pleadings, and correspondence, performing basic legal and factual research, coordinating community education about legal topics, and other duties as assigned. Travel to rural areas may be required. CJW Trainees work alongside attorneys to provide legal information, advice, and brief service to clients with problems in the areas of law for which they were trained, including public benefits, housing, domestic violence, ICWA, and debt collection; and represent clients in administrative hearings.

**Required:** High school diploma or GED; computer proficiency (Windows operating system, Microsoft Office, Google Workspace, Internet, e-mail and data entry); Proficient in written and verbal communication; ability to work effectively with diverse populations; motivated to provide excellent customer service in a fast-paced work environment; and an ability to comply with strict policies regarding confidentiality.

**Highly desired:** a willingness to learn new skills; highly organized; and familiarity with cross-cultural situations.

Hourly wage is \$29.05-43.57 DOE. Generous benefits and leave package provided, including partial reimbursement of relocation expenses. Personal leave begins at six weeks per year for a full-time employee. ALSC observes 15 paid holidays.

**Applications:** ALSC is proud to be an equal opportunity employer. We are committed to building a culturally diverse and inclusive workplace and strongly encourage women, persons of color, LGBTQ individuals, veterans, persons with disabilities, and persons from other underrepresented groups to apply. Review of applications will begin immediately and continue until the position is filled. Please email a cover letter and resume that includes three professional references to: **Careers@alsc-law.org**.

**About Alaska Legal Services Corporation (ALSC):** As a private, nonprofit law firm, the mission of ALSC is to provide civil legal aid to those who cannot afford it. Through our work, we empower people and communities throughout Alaska to protect their safety, their health, and to promote family stability. Through advocacy, education, collaboration, and litigation, we empower individuals, protect fundamental rights, strengthen communities, create opportunities, and achieve justice.