RECEPTIONIST/LEGAL SUPPORT STAFF – FULL-TIME (ST. CLOUD)

Mid-Minnesota Legal Aid (Legal Aid) is seeking a full-time Receptionist/Intake Worker to join our support staff at our St. Cloud office. This position is currently a hybrid work environment, with the ability to work some days from home. This position will also consider requests for part-time work.

As an equal opportunity employer, Legal Aid is committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. We welcome information about how your experience can contribute to serving our diverse client communities. Applicants are encouraged to share in their cover letter how they can further our goal of equal justice for all. We are committed to a discrimination- and harassment-free workplace.

RESPONSIBILITIES:

- Apply the principles of Legal Aid’s Racial Justice Values Statement in all interactions
- Provide general office support, including typing, filing, copying, scanning, and data entry
- Assist with sorting, scanning, and distributing incoming mail and posting outgoing mail
- Front desk/switchboard duties
- Screen potential clients for eligibility for services
- Communicate with attorneys, paralegals, and clients
- Provide backup to others on the support staff team
- Other duties as assigned

QUALIFICATIONS:

- Demonstrated interest in and commitment to the needs of clients with low incomes and other vulnerable clients
- Self-motivated and a team player
- Strong verbal, written, and interpersonal communication skills
- Strong attention to detail
- Ability to manage multiple tasks/deadlines and switch focus as needed
- Ability to learn new technology, software, and processes as they are deployed
- Proficiency using Microsoft Office required
- Second language ability, particularly in Spanish, strongly preferred
- Diverse economic, social, and cultural experiences preferred

SALARY: $34,046 to $36,296 per year, depending on experience, plus benefits. Benefits include family medical and dental insurance, short- and long-term disability insurance, life insurance, 403(b) with employer match, FSA, employee assistance programs, and generous paid time off.

APPLICATIONS: Submit resume and cover letter interest in the position online at https://mylegalaid.org/employment by February 6th, 2022, or until position is filled.

If you require a reasonable accommodation for completing this application, interviewing, or otherwise participating in our employee selection process, please contact Jolene Chestnut at jchestnut@mylegalaid.org.

Please direct all other inquiries to hiring@mylegalaid.org.
Mid-Minnesota Legal Aid is an Equal Opportunity/Affirmative Action employer.