



CONNECTICUT LEGAL SERVICES

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JOB POSTING **MANAGING ATTORNEY—WATERBURY OFFICE** **April 24, 2019**

Connecticut Legal Services, Inc. (CLS) seeks a highly skilled and committed attorney to lead its Waterbury service office.

ORGANIZATION DESCRIPTION

Connecticut Legal Services (CLS) is Connecticut's largest non-profit law firm, providing free legal help to low-income people in areas including housing, consumer, family law, public benefits, education, immigration, employment, and disability. With a staff of almost 80 in seven offices across Connecticut, CLS fights for equal justice and improved life opportunities for more than 12,000 people every year.

ROLES AND RESPONSIBILITIES

The responsibilities of the Managing Attorney of the Waterbury service office (MAO) are:

- Supervise and evaluate every staff member, volunteer, and intern in the office,
- Ensure consistent staff attendance and cohesion in the office,
- Ensure that there is an office presence within the communities served,
- Work with the executive and deputy directors in other areas of program management,
- Identify and support leadership opportunities for all office members as appropriate,
- Ensure that all grant conditions and requirements affecting the office are met, and collaborate with the director of development or finance director as needed to ensure grant compliance,
- Serve as or ensure that there is a designated liaison between CLS and other community organizations serving our client base,
- Ensure office safety and oversee all issues related to the physical plant, and
- Complete other tasks aligned with the role, as needed.

REQUIRED QUALIFICATIONS

- Deep and demonstrated commitment to advocacy on behalf of low-income, vulnerable, and marginalized communities, and to CLS' mission, vision, goals, and values;
- Connecticut Bar Admission, or eligible for timely admission to practice;
- Significant experience in legal practice;
- Superior oral, written communication, and editing skills;
- Excellent administrative and organizational skills;
- Management or administrative experience involving staff supervision and mentoring;
- Ability to identify creative solutions to multi-faceted legal problems; and
- Personal attributes including:
 - Dedication to high moral and ethical standards,

Connecticut Legal Services is an equal opportunity employer and proudly values diversity. Candidates of all backgrounds are encouraged to apply.



- Commitment to teamwork and the ability to engender confidence and trust;
- A management style that inspires and encourages professional growth in others,
- The ability to work effectively with diverse groups and individuals, and
- A sense of humor, sound judgment, and overall excellent “people skills”.

START DATE

As soon as practicable.

COMPENSATION

Salary will be commensurate with experience and competitive in the nonprofit legal advocacy field, with extremely generous benefits.

APPLICATION INSTRUCTIONS

Applicants should send a cover letter clearly describing their qualifications, resume, 5-10 page original writing sample, and the names and contact information for three references to alupia@connlegalservices.org. CLS invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

Applications will be accepted and reviewed on a rolling basis until May 15, 2019. In order to expedite the internal sorting and reviewing process, please type your name (Last, First) and “MAO Waterbury Application” as the only contents in the subject line of your e-mail.

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