

 (208) 746-7541

 www.idaholegalaid.org

 1447 S. Tyrell Ln., Boise, ID 83706



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90% Remote Staff Attorney – Coeur d’Alene Office

Program Description: Idaho Legal Aid Services, Inc. (ILAS) is a statewide nonprofit law firm that serves the civil legal needs of low-income and vulnerable Idahoans. Our clients include: survivors of domestic and sexual violence and stalking; housing insecure Idahoans; and vulnerable seniors and children.

Our staff love working at ILAS due to the opportunity to help people in our community while having a sustainable work-life balance. In recent staff surveys, ILAS’s culture was described as supportive, collegial, flexible, and collaborative. Our full-time positions are 37.5 hours/week.

Location Description: Coeur d’Alene is a small, picturesque resort community nestled in the foothills of the Selkirk Mountain range on the shores of Lake Coeur d’Alene. It is the largest city in the Idaho Panhandle and the metropolitan area includes the nearby city of Spokane, WA. Coeur d’Alene is known for its five-star amenities in a rugged setting and its four-season beauty and recreation. Its known as the playground of the Pacific Northwest and boasts a championship golf course, lake cruises, ample shopping, spas, and water recreation, and nearby Silverwood Theme Park and Silver Mountain Resort, a ski resort with an indoor water park.

Position Description: ILAS is seeking a full-time Staff Attorney for its Coeur d’Alene Office with at least two (2) years of experience in providing direct client representation. ILAS is seeking a full-time Staff Attorney for its Coeur d’Alene Office which serves all of the counties within the First Judicial District. This Staff Attorney must work at least 10% of each month in the Coeur d’Alene area, which would include time spent working at the ILAS Office, court appearances, partner or organization meetings, and/or meetings with clients in the First Judicial District. The other 90% of the Staff Attorney’s full-time equivalency status at ILAS may be performed remotely.

The attorney will be expected to provide direct legal representation to vulnerable Idahoans with critical needs. Cases may include representation across several practice areas but will focus on serving three practice areas: Indian/tribal law, elder law, housing law, and family law (representing survivors of domestic or sexual violence, dating violence, and stalking).

The Staff Attorney’s duties will include providing legal services, including but not limited to: managing cases and casework; calling and meeting with clients; interviewing witnesses; trial preparation; researching and writing briefs and memorandums; drafting complaints and other pleadings; and litigating matters. The attorney will be expected to use professional judgment

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to manage a caseload. The attorney will also conduct occasional outreach activities or educational workshops to the communities we serve. This attorney will draft written legal education materials and conduct outreach and education to individuals and organizations that serve our client community, including LGBTQIA, unhoused, refugee, immigrant, and Latino groups.

Qualifications: The applicant must hold a Juris Doctor degree and have at least two (2) years of experience in providing direct client representation. The applicant must be a member in good standing of the Idaho State Bar Association or be eligible for admission to the Idaho State Bar by examination, UBE score transfer, or motion in the next six months. The applicant must have an interest in poverty law and a passion for serving vulnerable and at-risk populations. Extra consideration given to applicants with a history of public service or fluency in languages relevant to our client community.

Benefits: This is a full-time position of 37.5 hours per week. ILAS provides excellent opportunities for meaningful work and the professional growth of its employees. ILAS provides robust benefits, including life, health, dental, and disability insurance. Staff may qualify for a Legal Services Corporation loan repayment program and federal loan forgiveness programs. ILAS offers generous leave benefits and a retirement plan. Relocation assistance is available. The salary range for this position is \$72,000 - \$110,000 DOE.

How to Apply: Apply online through the [Employment Opportunities page](#) on our website. Locate this position and click *Apply Now* to submit your application. If you prefer to apply by email, send your cover letter, resume, and list of three professional references to Bev Allen, Compliance Administrator, at: bevallen@idaholegalaid.org. You can also email or call Ms. Allen at: (208) 807-2606 to request application or interview accommodations. This position will be open until filled.

Job offers are contingent upon a criminal background check. ILAS is a drug-free, alcohol-free workplace. ILAS is an equal opportunity employer. Qualified applicants are considered regardless of race, color, national origin, religion, age, marital status, sex, gender identity, or disability.