



## MICHIGAN COMMUNITY RESOURCES

### **ATTORNEY & PROGRAM MANAGER, SMALL BUSINESS LEGAL SERVICES**

**Job Title:** Attorney & Program Manager, Small Business Legal Services

**Classification:** Full Time Exempt

**Location:** Detroit, MI

**Reports to:** Senior Program Manager, Legal

**Date:** April 29, 2021

#### **The Organization:**

Michigan Community Resources (MCR) is a statewide nonprofit organization that seeks to build strong communities through strong organizations, strong leaders, and a strong nonprofit network. Since 1998, we have equipped nonprofit organizations serving low-income communities with the tools, resources, training, and consulting they need to do their best work.

#### **The Program:**

Beginning in 2020, MCR has been piloting a small business legal program for the many dynamic small businesses and entrepreneurs in Michigan. Small businesses that serve low-income communities are often priced out of the legal market and are forced to rely on a patchwork of pro bono services or online resources. To close this gap, MCR has been conducting monthly small business legal clinics and periodic workshops in Detroit and Pontiac while also creating publications and toolkits that address the most pressing legal questions small business owners have.

#### **The Role:**

MCR seeks an attorney to fill this Program Manager position. A successful Program Manager for our small business legal services possesses excellent project management skills and exercises the highest level of legal and strategic thinking when supporting clients. The ideal candidate is passionate about strengthening communities by strengthening the small businesses serving them. The Program Manager is a self-starter who is comfortable building up existing systems and creating new ones to enhance the flow of programming. The Program Manager is responsible for managing multiple workstreams, building relationships with clients and partner organizations, and working collaboratively with the rest of the legal team as well as the organization and serves as a strong ambassador for MCR.

The Program Manager shows empathy and respect for all clients and keeps the mission and values of the organization front and center

### **Specific Responsibilities Include:**

#### *Legal Clinic Program*

- Connect inbound legal requests with pro bono assistance across law firms and in-house counsel
- Assist clients in identifying specific legal needs and issues and preparing for the legal counsel
- Strengthen the infrastructure around managing the system

#### *Direct Legal Support*

- Participate in monthly office hours to provide limited scope support to nonprofits
- Work on 2-4 long-term legal engagements each year
- Organize and support legal clinics in person and virtual

#### *Workshops*

- Organize the logistics, execution, and evaluation of educational legal workshops
- Partner with volunteer attorneys, firms, and bar sections to design the format of the presentation
- Work with community partners to spur nonprofit interest and engagement

#### *Publications/toolkits*

- Identify the key needs of nonprofit clients and prioritize publication schedule
- Conduct research, write, and recruit and manage volunteer attorneys to write publications and implement video toolkits for accessible training.
- Coordinate with marketing team and legal team to release publications to maximize impact

#### *Organizational*

- Assist within MCR programs to support as needed
- Collaborate and build relationships within the greater community as an ambassador for MCR
- Support grant management and development and strategic planning

### Skills Requirements:

- Enthusiasm for MCR's mission to serve nonprofits and low-income communities
- JD from an ABA accredited law school
- Strong analytical and problem-solving skills
- Exceptional interpersonal and communication skills with diverse populations

### Preferred Experience:

- 2+ years of post-JD work experience (exceptions may apply depending on experience)
- Experience in corporate or nonprofit law
- Ability to work flexible hours, including evenings and/or weekends

Starting Salary Range: \$50,000 - \$55,000, commensurate with experience

Michigan Community Resources is an equal opportunity employer and offers a full range of benefits. Annual salary is commensurate with experience and credentials. Interested persons should send a cover letter and resume to Alisha Opperman, Michigan Community Resources, 615 Griswold, Suite 805, Detroit MI 48226 or via email to [jobs@mi-community.org](mailto:jobs@mi-community.org) with "Program Manager, Small Business Legal Services" in the subject line. Position will remain open until filled.