

Managing Attorney Hobbs, Roswell, and Clovis offices

Roswell or Hobbs, New Mexico

New Mexico Legal Aid (NMLA) provides civil legal services to low-income New Mexicans for a variety of legal issues including domestic violence/family law, consumer protection, housing, and benefits. NMLA has locations throughout the state including Albuquerque, Santa Fe, Las Cruces, Gallup, Roswell, Silver City, Clovis, Hobbs, Las Vegas, Taos, and Santa Ana Pueblo.

NMLA is seeking a Managing Attorney for its Hobbs, Roswell and Clovis Offices to help lead NMLA's advocacy efforts throughout Southeast New Mexico. The position is based in Hobbs or Roswell but will require travel.

The Hobbs, Roswell and Clovis Managing Attorney will report to the Deputy Director and Director of Litigation.

For this position, the Managing Attorney will be responsible for:

- Supervising and mentoring staff attorneys, paralegals, other staff and volunteers.
- Performing administrative duties and working in close collaboration with other members of NMLA's management team.
- Carrying a caseload as sole counsel or co-counsel for low-income individuals in a wide variety of poverty law areas including:
 - Family law
 - Housing
 - Public Benefits
 - Consumer issues
- Participating in community education and outreach to eligible clients.
- Recruitment and collaboration with pro bono attorneys.
- Being active in local bar and community activities.

The Hobbs, Roswell and Clovis offices handle creative, challenging, and complex work. We are looking for highly motivated candidates who are passionate and strongly committed to helping NMLA better serve our client communities, including development of effective team strategies to handle complex advocacy and extended representation cases.

Requirements:

- Experience as a licensed attorney.
- Admission to practice in New Mexico required.
- Prior experience in administrative and supervisory roles is preferred.
- Experience in supervising legal advocacy in Federal, State and/or Tribal Court.
- Sensitivity to and ability to work with diverse low-income populations.
- Excellent communication, writing and analytical skills.

- Must be able to effectively use computer technology and remote communications systems, including shared on-line workspaces, web meeting and videoconferencing software, to effectively supervise and co-counsel with staff located in multiple offices.
- Self-motivated individuals with strong inter-personal and managerial skills.
- Ability to manage multiple tasks, manage a caseload and build collaborative relationships within the staff and the community.
- Possess excellent written and oral communication skills.
- Proficiency in Spanish a plus.

Applicant's life experience, as well as academic and professional experience, will be considered. The position requires a background check.

NMLA employees enjoy:

- A great work environment
- Great benefits including generous leave
- Competitive salary

NMLA provides comprehensive benefits, holiday and leave packages. For information about NMLA's generous benefits, and what it is like to work at NMLA [click here](#).

Provide a current resume and a cover letter that explains your interest in this position and the mission of NMLA by [clicking here](#) to apply. Your application will not be considered unless we receive both of these documents. As an alternative, you can email the applicant packet to jobs@nmlegalaid.org.

Salary: DOE, NMLA is an EEO Employer. **Deadline: until filled. Resumes will be reviewed on a rolling basis.**