



Michigan Indian Legal Services, Inc

814 S. Garfield Avenue, Suite A Traverse City, Michigan 49686-2401
(231) 947-0122 FAX (231) 947-3956

September 13, 2023

Board of Trustees

Jennifer Beatty
President

Stanette Amy
Vice-President

Zachary Fallstich
Secretary/Treasurer

Hon. Sean Cahill
Board Member

Prof. Kirsten Matoy Carlson
Board Member

Sherry Frazier
Board Member

Eva Kennedy
Board Member

Glenn Petoskey
Board Member

Hon. Tanya Wanageshik
Board Member

Amy Wesaw
Board Member

Staff

Hon. Cameron Ann Fraser
Executive Director, Attorney

Hon. Holly T Bird
*Equal Justice Fellow, Crime
Victims Program Attorney*

Marc Dedenbach,
Attorney

Laura Foerster
Attorney

Lisa M. Gray
Attorney

Robert Mendham
Attorney

Yvette Weese
Attorney (bar license pending)

Michelle Zylstra
Southwest Attorney

Jeannie Brooks
Administrative Assistant

Hank Fields
Communications & Pro Bono

Shocko Hall
Legal Assistant

Merry Koon
Clerical – scanning project

Dalia Menchaca
Clerical – data migration

Karen Oskaboose
Legal Assistant

Veronica Woneshik
*AmeriCorps Med-Legal
Assistant*

POSITION: Michigan Indian Legal Services (MILS) has a 3-year grant-funded Legal Secretary/Assistant position to work out of our Traverse City office. The focus of this position will be to increase access to free legal services to help decrease the number of Native Americans vulnerable to becoming missing or murdered and to support family members of those missing or murdered. This position will require overnight travel. The Legal Secretary/Assistant will primarily be working with a full-time attorney under the grant on their state-wide case work, performing intakes, maintaining client files.

DESCRIPTION OF PROGRAM: MILS, is a statewide provider of free legal services to low income Native Americans and tribes. MILS represents individuals, families, tribes and organizations in cases that span a range of tribal and federal Indian law cases.

QUALIFICATIONS: At a minimum, applicant will have an Associates degree or 2 years relevant experience working in an office setting. Proficiency in Word and Adobe a must. Applicants must possess both written and oral communication skills. Ability to multitask and to work collaboratively with co-workers is necessary. Ability to communicate effectively and empathetically with clients is a plus. The job may require some overnight travel. Experience working in tribal communities and familiarity with the tribes in Michigan is a plus. Applicants must possess a demonstrated commitment to protecting the rights of American Indians.

BENEFITS: This is a full time position with a salary from \$35,000 to \$40,000 depending on experience. MILS offers a generous health benefit and vacation/sick leave package.

MILS is an equal opportunity employer and encourages minorities, women and persons with disabilities to apply. GTB's TERO applies.

Please send resume, cover letter, and references (and a transcript if a recent graduate) to:

Cameron Ann Fraser
Executive Director
Michigan Indian Legal Services
cfraser@mils3.org
814 S. Garfield Ave., Suite A
Traverse City, MI 49686

