



Michigan Indian Legal Services, Inc

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Assistant*

September 13, 2023

POSITION: Michigan Indian Legal Services (MILS) has an opening for a part-time Legal Secretary/Assistant to work out of our Traverse City office. The Legal Secretary/Assistant will primarily be providing assistance to attorneys with 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 Indians and Indian tribes. MILS represents Indian 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.

BENEFITS: This is a part-time, hourly position (\$15-20 depending on experience). MILS is an equal opportunity employer and encourages minorities, women and persons with disabilities to apply. GTB's TERO applies.

Please send resume, references, and cover letter to:

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

