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Job Opportunities at Kansas Legal Services



ACCOUNTING INTERN

Kansas Legal Services is seeking a part-time accounting intern to work in our Administrative Office in Topeka.

Some specific responsibilities include a large scanning project, processing of accounts payable and accounts receivable, daily deposits and other accounting functions.

To apply, submit a resume and three references to:

Misty Palmer, Chief Financial Officer at: palmerm@klinc.org.

Pay: \$13.00 per hour

EEO & Affirmative Action Employer

Physical setting: In Office Monday through Friday, no weekends and no holidays

GRANT WRITER

Kansas Legal Services is seeking a skilled Grant Writer to join our team. This is an opportunity to help secure critical funding that expands access to justice across Kansas.

The duties include researching deadlines, drafting grant requests and submitting reports for approval.

Previous grant writing experience is preferred.

Grant Writer Duties and Responsibilities

An effective grant writer should have excellent research and communication skills and be able to clearly communicate in both written and verbal communication, especially in grant proposals, as this is their primary duty. The ideal candidate will have experience in researching and drafting compelling grant proposals for non-profits. Familiarity with **AI software tools to streamline and strengthen grant applications** is highly preferred.

Additional Duties Include:

- Study and understand the history, structure, objectives, programs and financial needs of the organization.
- Research grant opportunities from government and non-government agencies.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Submit proposals to grant **coordinators** for approval.
- Respond to internal and external queries on drafted and submitted proposals.
- Track deadlines, compliance and reporting requirements.
- Strong project management and teamwork skills.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.

Salary Range: \$60,000-\$75,000 depending on experience.

Email a resume and three professional references to:

TK Shively, Director of Research and Development at tkshively@klsinc.org

EEO & Affirmative Action Employer

Last updated on September 15, 2025.

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Legal Outreach Clinic October 2, 1:30 - 4:30 in Lawrence

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Our Partners

LSC's support for this website is limited to those activities that are consistent with LSC restrictions.

