Job Opportunities at Kansas Legal Services

EVENT PLANNER/MARKETING INTERN

Kansas Legal Services is seeking a self-motivated intern to assist with event planning and some marketing.

The internship will support the ProBono Coordinator, based in Overland Park, by assisting with: planning, organizing, and facilitating events that will increase our fundraising efforts. There will also be opportunities to assist with social media planning and execution.

This internship can be hybrid but some onsite time will be required.

- Internship duties will vary but may include the following:
- Assist in the planning of our “Trivia Nights” in October
- Participate in the actual events as they occur
- Assist with coordinating donor correspondence
- Help coordinate alumni outreach
• Work with KLS staff to create and update marketing materials

This is a paid internship. We will pay $18 per hour up to 20 hours per week the 2023-2024 school year.

Necessary Skills:

• Strong written and oral communication skills
• Ability to work independently after tasks are assigned
• Great organization skills
• Must be good with Microsoft Office
• Must be dependable and have a strong sense of accountability

Email a resume and three references to

• Heather File, Human Resources Director, fileh@klsinc.org

EOE and Affirmative Action Employer

INTAKE COORDINATOR – KANSAS CITY

Kansas Legal Services – Kansas City seeks a full-time Intake Coordinator. This person will serve as a point of contact for Wyandotte County citizens with tenants’ issues and refer residents to Kansas Legal Services legal assistance as needed. The Intake Coordinator will provide triage and referral services for housing and other issues as well.

The qualified candidate must have the following: experience in case management and/or social services or a degree from a community college or higher with emphasis in human services. Spanish, bi-lingual is strongly preferred but not required.

Excellent paid employee benefits include: health, dental, life, disability and paid parking. KLS is a qualifying employer for Public Service Loan Forgiveness; and eligible to apply for loan repayment assistance through Legal Service Corporation’s Loan Repayment Assistance Program.

Email a resume, writing sample and three professional references to:
ATTORNEY - DODGE CITY

Kansas Legal Services – Dodge City seeks a Kansas-licensed, staff attorney to practice general poverty law representing low income Kansans. Casework will focus on solving civil, legal problems that will increase the social and economic stability of the individual. The office serves all 22 counties around the Dodge City area.

KLS offers a professional and friendly work environment with integrity as our guiding principle. We are an equal opportunity employer with recruitment efforts focused on ensuring a diverse workforce.

The qualified candidate must have the following: a Kansas law license; excellent written and oral communication skills; and a desire and commitment to assist in the delivery of high-quality legal assistance to low-income people. Recent law school graduates preparing to take the bar exam are encouraged to apply.

Excellent paid employee benefits include: 13 paid holidays, health, dental, life, disability, malpractice insurance, bar dues, CLE and paid parking along with extensive sick/vacation and paid medical leave. KLS is a qualifying employer for Public Service Loan Forgiveness; and eligible to apply for loan repayment assistance through Legal Service Corporation’s Loan Repayment Assistance Program.

Minimum salary for this position is $60,000/year with adjustments made based on experience.

Email a resume and three professional references to

  • Heather File, Human Resources Director, fileh@klsinc.org

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ATTORNEY - EMPORIA

Kansas Legal Services - Emporia seeks a Kansas-licensed, staff attorney to practice general poverty law representing low income Kansans. Casework will focus on solving civil, legal problems that will increase the social and economic stability of the individual. Focus practice areas will include criminal and domestic cases. The office serves Anderson, Chase, Coffey, Greenwood, Lyon, Marion and Morris counties.

KLS offers a professional and friendly work environment with integrity as our guiding principle. We are an equal opportunity employer with recruitment efforts focused on ensuring a diverse workforce.

The qualified candidate must have the following: a Kansas law license; excellent written and oral communication skills; and a desire and commitment to assist in the delivery of high-quality legal assistance to low-income people. Recent law school graduates preparing to take the bar exam are encouraged to apply.

Excellent paid employee benefits include: 13 paid holidays, health, dental, life, disability, malpractice insurance, bar dues, CLE and paid parking. KLS is a qualifying employer for Public Service Loan Forgiveness; and eligible to apply for loan repayment assistance through Legal Service Corporation’s Loan Repayment Assistance Program.

Minimum salary for this position is $55,000/year with adjustments made based on experience.

Email a resume and three professional references to:

- Heather File, Human Resources Director, fileh@klsinc.org

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TWO ATTORNEYS - WICHITA

Kansas Legal Services - Wichita seeks two Kansas-licensed staff attorneys for general civil law representing clients in Sedgwick and surrounding counties.
One position will provide mainly civil legal assistance.

The other position will be working with our Parent Advocate Program. This program works with families facing challenges in an innovative prevention program that expands legal services available to families. Some travel is involved.

KLS offers a professional and friendly work environment with integrity as our guiding principle. We are an equal opportunity employer with recruitment efforts focused on ensuring a diverse workforce.

The qualified candidate must have the following: excellent written and oral communication skills; and a desire and commitment to assist in the delivery of high-quality legal assistance to low-income people. Recent law school graduates preparing to take the bar exam are encouraged to apply.

The starting salaries for this position are $55,000/year but is negotiable based on experience. Excellent paid employee benefits include: 13 paid holidays, health, dental, life, disability, malpractice insurance, bar dues, CLE and paid parking. KLS is a qualifying employer for Public Service Loan Forgiveness; and eligible to apply for loan repayment assistance through Legal Service Corporation’s Loan Repayment Assistance Program.

Email a resume and three professional references to

- Heather File, Human Resources Director, fileh@klsinc.org

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SECRETARY - HAYS

Kansas Legal Services - Hays seek a full time secretary in our Hays office. Duties include: greeting clients, answering and routing phones, clerical tasks including typing legal documents, along with other front desk duties. Strong organizational skills and basic computer skills required. Must be self-motivated, detail oriented and enjoy working in a fast-paced office.
KLS offers a professional and friendly work environment with integrity as our guiding principle. We are an equal opportunity employer with recruitment efforts focused on ensuring a diverse workforce. Spanish, bilingual is preferred but is not a requirement for this job. Excellent paid employee benefits include: 13 paid holidays, health, dental, life, and disability, extensive paid sick/vacation time, paid family leave and paid parking. KLS is a qualifying employer for Public Service Loan Forgiveness; and eligible to apply for loan repayment assistance through Legal Service Corporation’s Loan Repayment Assistance Program.

Email a resume and three professional references to:

- Candace Bridgess, Managing Attorney, bridgessc@klsinc.org

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Job Opportunities at Kansas Legal Services

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Location: The fabulous new Henry’s Place and Roof Top Terrace at Niche, 124 S...

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