

AMERICAN SAMOA LEGAL AID, INC.

Letialua Building, Second Floor
P.O. Box 5984
Pago Pago, American Samoa 96799
Telephone: 684-633-3300 • Fax: 684-633-3303

EMPLOYMENT OPPORTUNITY: **FULL-TIME ASLA STAFF ATTORNEY**

The American Samoa Legal Aid, Inc. ("ASLA") is seeking to employ one full-time attorney on a two year contract for our non-profit law firm that provides free civil legal services to low-income residents of American Samoa.

About the Position:

ASLA is interested in an attorney with legal experience in handling FEMA assistance appeals and other disaster related matters such as property insurance, SBA loan reconsideration and appeals, home construction contracts, replacement of important documents, consumer issues, debt collection defense, home foreclosure defense, home loans, affidavits, powers of attorney, and other disaster related issues.

Responsibilities:

- Provide effective legal advice and representation of ASLA clients who are victims of natural disasters.
- Train volunteer attorneys on disaster legal aid.
- Conduct community outreach and education on disaster legal aid.
- Create an ASLA Guide to Disaster Legal Assistance.
- Perform work assigned by the Executive Director.
- Comply with applicable Legal Services Corporation regulations including 45 CFR Part 1600 et. seq.
- Adhere to ASLA Board and Office policies.
- Articulate ASLA's mission in the legal community, judiciary, government, nonprofit organizations and the community at large.

Requirements:

- Admitted or in the process of being admitted to practice law in American Samoa.
- Possess the highest ethical standards.
- Five years experience as an attorney practicing law in American Samoa or the U.S.A. or Samoa.
- Familiarity with Legal Services Corporation regulations is preferable.
- Possess excellent communication skills. Ability to speak and write both in English and Samoan will be favorably considered.
- Excellent computer skills.
- Familiarity with the PIKA case management system or a legal aid program case management system.
- Value diversity and be culturally competent.
- Ability to work well together with the Board, Executive Director and support staff to fulfill the ASLA mission and Strategic Plan action goals.
- Demonstrate a commitment to serve low-income residents.

Starting Salary:

- Depends on experience, salary in the range of \$40,000 to \$43,000 per year, fringe benefits and generous leave benefits.

Applicants: Applications will be accepted until the position is filled. Application deadline is 6/8/18 at 12noon. Interested candidates should submit a letter expressing why they are interested in the position of ASLA Staff Attorney as well as what they believe they can contribute to the future of the program and its client community. The letter should be accompanied by a current resume with the names of contact information of three references. Application letter and resume should be submitted electronically via email in PDF format to ASLA Executive Director Fainu'ulelei L.P.F. Ala'ilima-Utu at the following email address-fautu@aslegalaid.org.

ASLA is an equal opportunity employer.