



Associate Attorney – Grand Rapids, MI

Job Description and Responsibilities

Mshkawzi Law, LLP is a 100% women-owned and majority Native-owned law firm that provides legal services exclusively to Indian tribes, First Nations, and their business enterprises throughout the United States and Canada. We have a reputation for representing indigenous clients to achieve success both inside the courtroom and out. Our experience and approach are unmatched for a firm our size.

The candidate will be responsible for providing all legal services as assigned by partners, lead attorneys, and clients. Responsibilities include, but are not limited to, the following:

- Provide counsel and legal services to clients as well as represent clients in a professional manner while maintaining express confidentiality;
- Participate in business development functions (trade shows, seminars, etc.) to maintain and build client relationships as well as expand business;
- Travel to off-site meetings with prospective and current clients as needed;
- Apply knowledge of business issues, legal procedures, cases, statutes, and other regulatory authority to effectively counsel clients;
- Communicate with opposing attorneys through personal contact, telephone/email and facsimile to expedite cases to closure;
- Conduct legal research by preparing legal memoranda and necessary pleadings required in all aspects of state, federal and tribal litigation matters on an as needed basis;
- Appear at hearings and trials as needed and/or assigned;
- Draft tribal codes, regulations, agreements, analyze and review legal documents as needed;
- Interface with clients on a continuous basis;
- Comply with all court and state bar licensure obligations;
- Comply with firm employee handbook and other processes; and
- Perform other related duties as assigned.

Qualifications

We are currently seeking an associate attorney for Mshkawzi's Grand Rapids, Michigan office with 0 to 3 years of relevant experience. The ideal candidate will have strong research and writing skills and must be self-motivated, self-starting, and willing to work in a dynamic atmosphere with remote interaction with our offices, clients and staff across the United States and Canada. Strong writing, interpersonal, analytical, problem-solving, organizational, and communication skills are required. Candidates must have the ability to build and maintain strong client relationships and must be willing to travel for work on client matters. Experience in federal Indian law is preferred but not required. The candidate must be a



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member in good standing of the Michigan Bar. Preference will be given to attorneys who demonstrate an established commitment to Indian Country and a keen interest in federal Indian law.

Compensation

We offer competitive salary and benefits, including health care (including dental and vision), 401k, and paid vacation time.

Contact

Please respond to this job posting with your cover letter, resume, certificate of good standing from the State Bar of Michigan, and writing sample via email to Sara Budde at sbudde@mshkawzilaw.com.