

Seeking an Estate Planning and Elder Law Associate Attorney

Do you want to help families protect themselves from avoidable costs and expenses?

We are an entrepreneurial Elder Law and Estate Planning firm that is on track for aggressive growth and we need an experienced Associate to join our team and work directly with the managers to support the team and help our clients.

We want to be known for helping our clients put well-crafted plans in place to help them and their families through difficult times of illness and long-term care periods and their passing. It is important to the families we help, and to us, that their plan helps ease the emotional and financial burdens of such times. We want families we help to know they were listened to and care for as we helped. We are growing fast, and we need an associate who can hit the ground running.

This position will be responsible for important work, including:

- Meeting with the client to learn the client's goals
- Working with the Client Service Coordinator (CSC), ensuring the client is kept updated on the progress of their matter
- Setting case strategy, legal strategy and performing tasks needed to drive the case to milestones and timely resolution
- Approving final estate planning documents under signature
- When needed, appearing on behalf of and advocating for clients during guardianship, estate and trust administration hearings
- For Estate Administration, and guardianships, ensuring all court deadlines are met

If these statements appeal to you, then you may be our Associate Attorney:

- You love working with older people
- Patience is your middle name, and Drama is not
- Attention to detail is part of your everyday routine
- You enjoy working as part of a team
- You understand how to mentor and teach others
- Growing the firm and your practice is important to you
- You do not think scanning, copying and emptying the trash are "beneath you"

We love to help people learn and grow. But we don't have the time for that right now. We need an Associate with experience in Elder Law and Estate Planning. The ideal candidate will be able to take initiative on work that needs to be done and complete tasks with minimal hand-holding.

Must have 5 years experience.

This is a full-time job where you are expected to manage a caseload, so you absolutely must be able to work *in the office* for at least 40 hours per week. Salary to start will be

\$50,000. There is an opportunity for bonus compensation for those who can demonstrate their profitability.

Prepare a cover letter with no more than TWO paragraphs and a closing sentence. In the first paragraph explain what you believe are the 3 most important qualities needed in someone who works with estate planning and elder law clients and why you believe they are the most important qualities. In the second paragraph, explain why you applied to this particular ad. As a closing sentence please write, "I have read the instructions contained in the job posting and have followed the instructions."

Do not send your resume through this website. Email your resume and cover letter in PDF format to Amanda@Brumbaughelderlaw.com. The subject line of the email should include your last name (all caps), followed by the position you are applying for in lower case, followed by one word that you would use to describe yourself in all caps. [For example: SMITH associate attorney AWESOME]

We look forward to reviewing your application.

APPLICATIONS RECEIVED THROUGH THIS SYSTEM AND THAT DO NOT FOLLOW INSTRUCTIONS WILL NOT BE CONSIDERED.