

VISTA Position Announcement

Experiential Opportunities Project Coordinator

For more than 50 years, Legal Aid Chicago, formerly LAF, has provided free legal assistance in non-criminal issues to people living in poverty in metropolitan Chicago. Legal Aid Chicago's more than 150 full-time attorneys, staff, and volunteers help resolve legal problems, including domestic violence, consumer fraud, and unfair evictions. Our work stabilizes lives by increasing safety, protecting economic security, and preventing homelessness. In addition to representing individuals in court and administrative hearings, we run community legal clinics, provide know-your-rights workshops, and work with community-based organizations to address emerging issues as well as persistent and chronic problems that affect low-income families.

Position: A member of the AmeriCorps VISTA program will engage in a year of national service at LAF, serving as its Experiential Opportunities Project Coordinator.

Responsibilities: Support recruitment of internship candidates; assist with training and orientation of interns; coordinate efforts to improve each internship experience; facilitate opportunities for interns to establish a strong and lasting relationship with the organization.

Qualifications:

- Bachelor's degree
- Excellent interpersonal and communication skills
- Ability to work independently and as part of a team

Term of Service: September 3, 2019 to September 1, 2020.

Program Benefits: Living allowance (\$1,178/month), choice of Education Award (\$6,195) or End of Service Stipend (\$1,800), Non-Competitive Eligibility status upon successful completion of service, housing supplement (\$200/month), transit pass (\$105/month), healthcare allowance, and relocation payment (\$750 if eligible).

Other Considerations: VISTAs may have outside employment and pursue an education, as long as it does not interfere with service responsibilities and is approved by a supervisor.

To Apply: Candidates must submit a VISTA application by August 4, 2019 through the MyAmeriCorps website, found at the following address: my.americorps.gov

*To qualify for AmeriCorps VISTA, you must be a U.S. citizen, U.S. national, or lawful permanent resident.

Legal Aid Chicago values diversity, is an Equal Opportunity Employer, does not discriminate on the basis of disability, and encourages candidates with experience working with our client population to apply.