



VISTA Position Announcement External Relations 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 Legal Aid Chicago, serving as its External Relations Coordinator VISTA.

Responsibilities: Coordinate directly with External Relations staff in efforts to increase Legal Aid Chicago's capacity to offer high-quality fundraising events that provide a great experience for donors and encourage long-term support and involvement with the organization; increase awareness of Legal Aid Chicago and the importance of legal aid among potential donors by creating content for Legal Aid Chicago's social media, website and blog; organize and promote presentations and other activities at local law firms and corporations; draft and assist with the development of event invitations, programs, and marketing media.

Qualifications:

- Bachelor's degree
- Excellent interpersonal and communication skills
- Ability to work independently and as part of a team
- Fundraising, marketing, and/or special events planning experience preferred

Term of Service: April 13, 2020 to April 12, 2021.

Program Benefits: Living allowance (\$1,178/month), choice of Education Award (\$6,095) or End of Service Stipend (\$1,800), Non-Competitive Eligibility status upon successful completion of service, housing supplement (\$200/month), transit pass (\$100/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: Submit a VISTA application by March 10, 2020 through the [MyAmeriCorps](https://my.americorps.gov) website, found at the following address: my.americorps.gov/mp/recruit/registration.do

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



Legal Aid Chicago is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status. Applicants who have experiences with our client communities are encouraged to apply.