



JOB POSTING

Staff Attorney (Temporary) Consumer Practice Group (Internal and External)

For over 50 years, Legal Aid Chicago has provided free civil legal assistance to people living in poverty in metropolitan Chicago. Each year our attorneys, volunteers, and staff help resolve civil legal problems, including domestic violence, consumer fraud, and unfair evictions.

Position: Legal Aid Chicago is hiring a temporary attorney for a one-year position in the Consumer Practice Group. This position is funded by and will support our work with the Early Resolution Program with Cook County Legal Aid for Housing and Debt (CCLAHD), a county-wide initiative to help resolve eviction, foreclosure, debt, and tax deed issues.

The Early Resolution Program for debt will provide limited assistance to consumer debtors in Cook County in order to advise them of their rights, equip them with basic pro se materials, provide referrals, and assist them in reaching agreements with creditors.

This is a specially-funded grant position and will last for one year. The start date for this position is as soon as possible.

Responsibilities:

- Provide legal representation to clients facing debt collection, with an emphasis on brief services in debt collection matters including advice and negotiation
- Prepare and deliver appropriate pro se materials
- Conduct necessary outreach and communications with all six municipal district court personnel
- Assist with operation of the consumer debt early resolution program
- Track data related to grant and assist on related reporting
- Maintain case files and timekeeping in electronic case management system
- Other duties as assigned

Qualifications:

- Applicants must have a J.D. degree and be licensed to practice law in Illinois (or will be sworn into the Illinois bar in January 2021), or be licensed in another state and able to waive into the Illinois bar.
- Experience in consumer debt is preferred
- Strong oral and written communication skills, highly developed organizational skills, and great client counseling skills

Salary: Commensurate with experience. Legal Aid Chicago offers a comprehensive benefits package, including low-cost employer-paid health plan options, employer-provided group life and long-term disability insurance, fitness center access, generous paid time off, and much more.

To Apply: Send your cover letter, resume, law school transcript (unofficial ok) short writing sample (3-5 pages) and the contact information of two professional references to: resume@legalaidchicago.org. Please place “**Consumer ERP Attorney**” in the subject line of your e-mail. Applications will be reviewed on a rolling basis, and the position will remain open until filled. No phone calls, please.

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.