



JOB POSTING
Staff Attorney (Temporary) – Three Openings
Volunteer Services Unit
(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 three temporary attorneys for one year positions in the Volunteer Services Unit. These positions are 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 evictions will provide limited assistance to tenants in Cook County in order to advise them of their rights, provide referrals, and assist them in reaching agreements with their landlord. The program will have both a pre-court and in-court component and will primarily be staffed with volunteer attorneys. The pre-court assistance will focus on screening and representing tenants in mediation proceedings with their landlord. The in-court assistance will focus on advice, referrals and negotiation to resolve issues prior to trial.

These attorney positions will support both aspects of this program: provide support to volunteers providing advice to tenants, assist with providing brief services, and follow up with tenants.

These are specially funded grant positions and will last for one year. The start date for these positions is as soon as possible.

Responsibilities:

- Provide legal representation to clients facing eviction, with an emphasis on brief services in eviction matters including advice, negotiation, and representation in mediation proceedings.
- Assist with training and supporting volunteer attorneys in providing brief services in eviction matters
- Assist with operation of the eviction early resolution program, both prior to and in-court
- Track data related to grant, pro bono work, 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 housing law and eviction defense is preferred
- Strong oral and written communication skills, highly developed organizational skills, and great client counseling skills
- Experience coordinating volunteers and organizing and implementing trainings is preferred. Enthusiasm for working with volunteers and confidence in speaking to groups of professionals necessary.

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 “**VSU Eviction Attorney**” in the subject line of your e-mail. Applications will be reviewed on a rolling basis, and the positions will remain open until filled. No phone or agency 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.