



## Position Announcement

### VISTA Project Coordinator

For more than 50 years, Legal Aid Chicago 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 a VISTA Project Coordinator.

**Responsibilities:** During their year of service, VISTA members collaborate with Legal Aid Chicago staff to enhance the public's understanding of legal assistance resources and the benefits they can offer to individuals facing various legal matters. VISTAs coordinate a variety of legal services initiative, including developing community outreach plans, supporting community legal clinics, conducting legal needs assessments, developing plans for employing a social media strategy to highlight volunteer opportunities, and publishing volunteer opportunities listings on Legal Aid Chicago's social media channels, website, etc. Legal Aid Chicago is currently recruiting for the following VISTA projects:

- Community Engagement Coordinator
- Community Legal Clinics Coordinator
- HIV Project Coordinator
- Legal Needs Assessment Coordinator
- MLP Project Coordinator
- Public Benefits Community Outreach Coordinator
- Returning Residents Project Coordinator
- Referrals Project Coordinator
- Housing Support Services Coordinator
- Veterans & Military Families Community Outreach Coordinator
- Volunteer Coordinator

Applicants can discover Legal Aid Chicago VISTA opportunities via the AmeriCorps website: [my.americorps.gov/mp/listing/publicRequestSearch.do](https://my.americorps.gov/mp/listing/publicRequestSearch.do)

#### Qualifications:

- Bachelor's degree
- Excellent interpersonal and communication skills
- Ability to work independently and as part of a team
- Experience working with or supervising volunteers a plus



**Term of Service:** August 2, 2021 to August 1, 2022

**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 Monday, July 5, 2021 through the [MyAmeriCorps](https://my.americorps.gov) website, found at the following address: [my.americorps.gov/mp/recruit/registration.do](https://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.***