



JOB POSTING
Associate Director of Community Partnerships
(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. Legal Aid Chicago was founded on the philosophy that all individuals are entitled to quality civil legal representation, regardless of their income. We work to ensure that poverty is not an impediment to justice by dismantling the legal barriers that perpetuate inequality. Legal Aid Chicago staff live our mission through our core values of equity, excellence, inclusion, kindness, and respect.

Position: The Associate Director of Community Partnerships works with Legal Aid Chicago leadership and staff to build and maintain strategic partnerships and collaborations with community organizations to identify and address the most pressing legal needs of low-income people, seniors, domestic violence survivors, and other vulnerable populations, and to increase the impact of our work. They also supervise a staff of community engagement specialists who conduct outreach, coordinate community legal education and trainings, and participate in meetings and activities to raise organizational visibility and trust in the communities we serve. This position reports to the Director of Pro Bono and Community Partnerships (formerly Director of Volunteer Services).

Responsibilities include, without limitation:

- Work with Legal Aid Chicago leadership on strategic community partnership development, including cultivating relationships, facilitating introductions and participating in meetings to develop new initiatives
- Supervise community engagement staff, provide guidance and regular review of work plans and activities, complete performance evaluations, provide mentorship, and oversee professional development
- Stay informed on major developments and initiatives that impact low-income communities or other vulnerable populations
- Develop community engagement strategies that more effectively serve our clients and lead to additional funding
- Represent Legal Aid Chicago on cross-sectional coalitions and stakeholder meetings focused on addressing issues of poverty, safety, and social justice
- Give presentations about Legal Aid Chicago to diverse audiences
- Provide guidance to Legal Aid Chicago staff to develop and implement outreach plans, foster relationships with social service providers and community organizations, raise awareness of our services, and expand our referral network
- Lead an internal cross-discipline Community Engagement Team, to promote



communication and collaboration within Legal Aid Chicago

- Oversee implementation of Legal Aid Chicago's community legal needs assessment plan
- Utilize and support use of technology to compile, analyze, and share information regarding Legal Aid Chicago's community engagement activities and its impact

Qualifications:

- A bachelor's degree is strongly preferred; Advanced degree is preferred
- Previous supervisory experience is preferred
- Minimum of five years' experience working with coalitions and community groups to address issues impacting low-income communities
- Excellent and versatile communication skills, including public speaking and one-on-one interactions
- Ability to lead teams and projects and work collaboratively
- Strong organizational skills
- Knowledgeable about the role of civil legal aid in addressing issues of poverty and social justice
- Familiarity with the demographics and geographic makeup of low-income communities and neighborhoods in Chicago and suburban Cook County
- A valid driver's license and willingness to travel throughout Cook County on a regular basis
- Flexibility and ability to work occasional evenings and weekends

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 cover letter, resume, transcript (unofficial ok), and contact information for two professional references to: resume@legalaidchicago.org. Please type "**Community Engagement Associate Director**" in the email subject line. The position will remain open until filled.

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.