

Prairie State Legal Services
Job Opportunity Announcement
VOLUNTEER LAWYER PROGRAM COORDINATOR
Peoria, IL

The Organization

Prairie State Legal Services, Inc. is a not-for-profit legal aid organization that provides civil legal aid services to the poor, elderly, and people with disabilities. Prairie State has 12 offices serving 36 counties throughout northern and central Illinois. We focus services on legal problems that impact the ability of our clients to meet their basic human needs, including physical safety, access to healthcare, adequate housing, and similar needs. Prairie State is the only legal aid organization in the majority of our service area. Annually, we handle over 22,000 applications for legal help and serve over 16,000 clients. We pride ourselves on providing high quality legal services to our clients while fostering a work environment that is motivating, collaborative, and fun, with plenty of opportunities for professional growth. More information is available on our website at www.pslegal.org

Job Description

Prairie State has a vibrant volunteer program to supplement the work of its paid staff and the Volunteer Lawyer Program Coordinator helps set the tone for local volunteer services. The Coordinator is the face of Prairie State to many community lawyers and represents the organization through interactions with various segments of the legal community.

Responsibilities

Among other duties as assigned, the Volunteer Lawyer Coordinator will:

- Oversee the administration of the local Volunteer Lawyer Program, under the direction of the Managing Attorney
- Recruit and retain volunteer attorneys in the office's nine-county service area
- Work with law firms, solo practitioners, bar associations, and corporate law departments to promote and expand volunteer services
- Interview prospective clients, assess eligibility, and evaluate cases for placement with a volunteer attorney
- Place cases with volunteers in areas of law consistent with PSLS priorities, including housing, consumer, public benefits, and family law
- Prepare form pleadings and instructional materials for volunteers
- Manage client files and database records
- Coordinate *pro bono* clinics and develop new volunteer opportunities
- Coordinate volunteer recognition
- Ensure local volunteers' work is accomplished in accordance with funder requirements, including regulations of the Legal Services Corporation
- Represent Prairie State Legal Services on committees with the local bar associations, PILI judicial circuit *pro bono* committees, and other partner organizations
- Assist with Campaign for Legal Services in Peoria and Galesburg
- Assist with outreach and staffing the Peoria County Courthouse Self Help Center

Qualifications

The ideal candidate will be creative, flexible, and self-motivated. Applicants should have:

- Bachelor's degree or ABA Approved Paralegal Degree
- Excellent organization and communication skills
- The ability to cultivate and maintain strong relationships with program volunteers
- Demonstrated interest in and commitment to assisting low-income individuals in the resolution of their legal problems
- Experience in law office practice or volunteer coordination is desirable

While this position does not require a law degree, it is a professional position and we welcome applications from attorneys, paralegals and others with relevant experience. Spanish language proficiency is a plus.

Local travel is required, with a valid driver's license and reliable transportation.

Salary and Benefits

Full-time position, 37.5 hours per week. Salary starts at \$33,800 per year, higher depending upon experience; Excellent comprehensive benefits package including health, dental, retirement, training and education, and generous leave time.

Application Details

Please indicate "Peoria Volunteer Lawyer Program Coordinator" in the subject line and email a letter explaining your interest and experience, resume, and three references to:

- Director of Human Resources Jessica Hodierna at jkhodierna@pslegal.org
- Program Administrator Connie Peterson at cpeterson@pslegal.org

Resumes accepted until position is filled.

Prairie State Legal Services is committed to creating a diverse environment and is proud to be an equal opportunity, affirmative action employer. We will recruit, employ, pay, and promote qualified applicants and employees without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or any other legally protected status.