

**Description:** Under the leadership and supervision of the Managing Attorney, this is a full-time position based in Southern Illinois. The Attorney Program Manager will serve as a member of PILI's Programs Team, with primary responsibility for managing PILI's efforts to expand and enhance pro bono in our Southern Illinois Region. This is a dynamic position that requires both the ability to organize and coordinate at a high level, while also being actively engaged in administration and implementation. The ability to do statewide travel, and limited national travel, is required.

**Primary Responsibilities:**

- Overseeing PILI's pro bono efforts to expand equal access to justice in Illinois, particularly in the Southern Region, including:
  - Cultivating and sustaining relationships with constituents throughout Illinois to collaborate in achieving PILI's mission as well as serving as a resource to lawyers, law firms, corporations, law schools, public interest law organizations and the courts on matters of public interest law and pro bono; and
  - Working with the Programs Team to support PILI's Judicial Circuit Pro Bono Committees and committee projects in coordination with committee membership and leadership.
- Supervising any legal work conducted by volunteers through PILI's pro bono opportunities, including:
  - Reviewing client intakes and placing cases with pro bono attorneys through PILI's Pro Bono Program;
  - Growing the Legal Help Within Reach project to bring volunteers together to serve clients in rural or underserved communities; and
  - Serving as co-state administrator of Illinois Free Legal Answers and assisting in volunteer recruitment, training and support, organizing monthly clinics, community outreach and other responsibilities.

**Other Responsibilities:**

- Local, statewide and national travel, including overnight stays, as needed;
- Coordinating and collaborating with the other members of PILI's Programs Team on programming and projects;
- Participating in organizational and programmatic strategic planning;
- Representing PILI at local, regional and national conferences, and actively participating in the organized bar on PILI's behalf; and authoring articles about PILI, its programs and relevant topics;
- Assisting, as needed, in preparation of grant proposals and reports; and
- Performing other duties as assigned by PILI's Managing Attorney.

**Qualifications:**

- Juris Doctor degree from an ABA accredited law school;
- Licensed Illinois attorney in good standing;
- Minimum of 2-4 years of legal practice experience in either legal aid or in the private sector with a significant pro bono practice;
- Valid driver's license with the ability to travel, and work evenings and weekends with advance notice as needed;
- Excellent verbal and written communication skills;
- Ability to organize and prioritize work;
- Excellent interpersonal skills;
- Proficient in Microsoft Office suite as well as other relevant applications;
- Experience using LegalServer (or similar case management system) desirable but not required;
- Proficient in Spanish desirable but not required; and
- Understanding of and commitment to the mission and work of PILI.

**Location:** We are particularly interested in candidates who reside in what will be PILI's Southern Region. PILI's Southern Region includes the following judicial circuits: First, Second, Third, Fourth, Fifth, Seventh, Twentieth and Twenty Fourth. The position can either be entirely work from home or PILI can try to secure local office space as needed. The Attorney Program Manager will be expected to be in Chicago for meetings and events as needed.

**Salary:** This is a full-time position with a starting salary of \$75,000, negotiable based on experience, and including a generous benefits package with employer-paid health insurance and retirement plan.

**To Apply:** Please email a cover letter, resume, writing sample and three professional references to [employment@pili.org](mailto:employment@pili.org). Please put "Attorney Program Manager" in the subject line. Please do not send application materials by mail, and no phone or email inquiries. Applicants will be contacted in the event that we wish to further discuss your qualifications. Applications will be accepted on a rolling basis until the position has been filled with the goal of onboarding the new employee by early spring 2024.

**Our Commitment to Diversity & Inclusion:** At PILI we believe that diversity and inclusion are fundamentally important objectives that make organizations more effective. In our hiring and our work, we support diversity in all of its forms, encompassing but not limited to age, disability status, economic circumstance, ethnicity, gender identity, race, religion and sexual orientation.

**About PILI:** PILI engages, inspires and empowers those advancing equal access to justice. We envision making equal access to justice is a reality through a legal community with a deeply rooted culture of service, where pro bono and public interest law engagement is optimized to best serve people, families and communities in need. The PILI team consists of ten team members (including this position) with most team members based in Chicago and one in Champaign.