



JOB DESCRIPTION Attorney Program Manager

Position Summary: Under the leadership and supervision of PILI's Senior Managing Attorney, the Attorney Program Manager will manage the following PILI Programs: Law Student Internship, Graduate Fellowship, and Alumni Network. The Attorney Program Manager will serve as a member of PILI's Programs Team, also providing support to PILI's statewide efforts to expand and enhance pro bono. This is a full-time position based in Chicago.

Primary Duties:

- Planning, promoting and implementing relevant programming for PILI's Law Student Internship and Graduate Fellowship Programs, including developing and organizing PILI's educational programming, networking activities and collecting evaluative feedback on PILI's Law Student Internship and Graduate Fellowship Programs
- Advising law students and lawyers seeking to incorporate public interest law and/or pro bono into their careers
- Promoting PILI's Law Student Internship and Graduate Fellowship Programs to possible program participants
- Supporting PILI's Alumni Leadership to maintain the connection of Intern and Fellow Alumni to PILI, the public interest law community and one another through programming, networking, service and special events
- Developing and maintaining resources and guides relating to pro bono to assist constituent groups with pro bono program development and management as well as to facilitate the sharing of best practices
- Planning and executing Continuing Legal Education (CLE) live/in-person and virtual programming around the state relating to pro bono and public interest law, including materials and resource development
- Developing and cultivating relationships with relevant constituents and stakeholders, including coordinating, and collaborating with other relevant public interest law community stakeholders

Other Responsibilities:

- Providing additional support as needed to PILI's Judicial Circuit Pro Bono Committees
- Serving as a substantive resource to PILI's pro bono volunteers across the state
- Coordinating and collaborating with the other members of PILI's Programs Team on other programming and projects
- Managing and providing data for programs and grant reporting, and assisting in preparation of grant proposals and reports
- Participating in organizational and programmatic strategic planning
- Attending, participating and networking at local and regional events
- Participating in the organized bar and other community organizations on relevant committees and projects on PILI's behalf
- Assisting with and attending staff meetings, other administrative meetings, and events
- Performing other duties as assigned by PILI's Senior Managing Attorney or Executive Director

Requirements:

- Juris Doctor degree from an ABA accredited law school
- Licensed Illinois attorney in good standing
- 2-5 years of experience in providing direct legal services to poor and underserved communities
- 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
- Ability to travel and attend meetings during evenings and weekends as needed
- Experience using LegalServer (or similar case management system) desirable but not required
- Proficient in Spanish desirable but not required
- Understanding of and commitment to the mission and work of PILI

About PILI: PILI engages, inspires and empowers those advancing equal access to justice. We envision making equal access to justice 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 eight team members (including this position) with most team members based in Chicago and one in Champaign. PILI prioritizes the health, safety and wellbeing of the team, therefore we offer a hybrid solution of working in the office and virtually from home.

Salary: This is a full-time position with a salary commensurate with experience beginning at \$65,000, including a generous benefits package with employer-paid health, dental and eye insurance and an employer-contributed retirement plan.

To Apply: Please email a cover letter, resume, and three references to 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.

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.