



## **Housing Community Navigator/Outreach Coordinator**

The mission of the North Suburban Legal Aid Clinic (NSLAC) is to provide accessible, quality, equitable, free legal services in the areas of domestic violence, housing, and immigration to give low-income, at-risk community members access to justice and the opportunity to live productive and secure lives.

NSLAC is an 8-year-old dynamic nonprofit with a collaborative culture and the goal of becoming the model legal aid organization focused on suburban communities.

The Housing Community Navigator/Outreach Coordinator joining our Housing Law Practice will focus on community outreach to educate low-income renters about their rights. The Community Navigator will be expected to assume the following responsibilities:

- Build strong relationships with local organizations working with underserved populations in the Chicago northern suburbs, including Lake County and North Suburban Cook County.
- Coordinate outreach initiatives promoting information about NSLAC legal services and housing policies impacting communities.
- Conduct housing Know Your Rights presentations for renters.
- Consult with Housing staff attorneys and help renters complete their applications for rental assistance programs.
- Develop, implement, and maintain tracking system to measure outreach and outcomes.
- Collaborate with outreach staff from the Immigration Law and Domestic Violence Law Practices;
- Assist with grant reporting.

### **Qualifications/Skills:**

- Bachelor's Degree.
- Bilingual (English/Spanish) strongly preferred.
- A demonstrated team-player with exemplary interpersonal skills in collaborating and communicating with others.
- Willing to take initiative and think creatively to work through barriers.
- Excellent public speaking skills.
- General knowledge of housing laws and policies preferred, but not required.
- Knowledge of community resources in NSLAC's service area.
- Experience working with the immigrant community preferred.

Salary: \$42,000—\$48,000 depending on experience. Generous vacation policy. Health, dental, vision, life insurance, and 401(k) provided.

Interested candidates should apply by emailing their resume and a cover letter to [info@nslegalaid.org](mailto:info@nslegalaid.org).

NSLAC is an equal opportunity employer.