



Job Opportunity Announcement Director of Legal Services

Every day, people across Illinois are denied the basic rights to which they are entitled under the law simply because they can't afford a lawyer. It's our mission to change that.

Prairie State Legal Services is seeking a Director of Legal Services to assist the Director of Legal Operations in providing leadership, direction, and oversight to PSLS' 11 local offices to ensure consistent and equitable delivery of high-quality legal services throughout PSLS' 36 county service area. The ideal candidate is process-oriented with strengths in organization, leadership, and problem-solving.

Responsibilities

The Director of Legal Services reports to the Director of Legal Operations and is responsible for assisting the Director of Legal Operations with the day-to-day support and oversight of local office legal operations and providing input on the organization's overall legal strategy. Some key responsibilities include:

- Provides direction and oversight to the organization's 11 local offices with respect to legal matters, including litigation skills, strategy, and procedures
- Supports local office staff with the implementation and interpretation of policies that impact the delivery of legal services
- Assists with local office staff development to ensure proficiency in each role and to promote advancement within the organization
- Provides coverage and support to local offices, as needed
- Assists with Legal Operations support requests from various departments as assigned by the Director of Legal Operations
- Participates in external legal strategy groups and cohorts on behalf of PSLS
- Provides supervision and support to PSLS Senior Subject Matter Lead Attorneys
- Assists with developing PSLS' legal strategy and ensuring that PSLS is current on all changes in the law that affect PSLS clients

Competencies

- Understands diversity and equity and the issues underserved communities face as they navigate the legal system
- Excellent organizational skills, attention to detail, and commitment to following established processes
- Strong communication skills that make others feel heard and supported
- Exceptional legal practice skills in a variety of practice areas
- Ability to inspire and motivate staff to overcome obstacles and continue focusing on the mission of changing community lives
- Handles adversity with grace, does not take criticism personally, and keeps a sense of perspective

Education/Experience

- Juris Doctor Law Degree (required)
- 10+ years of legal experience (preferred)
- Legal Aid experience (preferred)
- People management experience (preferred)
- Experience and passion for working with low-income and underserved populations, we will give preference to candidates who have experience providing services to low-income individuals

Perks and Benefits

PSLS is committed to providing an excellent, comprehensive benefits package to its full-time employees that includes:

- Health insurance, including the opportunity to qualify for a wellness credit
- Dental insurance
- Vision insurance
- 403b retirement plan including employer contributions
- Extensive training and education program
- Flex scheduling and partial remote work available
- PTO that starts at 3 weeks/year and increases with additional years worked at PSLS
- Paid sick leave
- 6 weeks of paid parental leave after one year of employment
- 12 paid holidays

Application Details – Resumes accepted until position is filled

Please indicate “Director of Legal Services” in the subject line and email a letter identifying your office preference and explaining your interest and experience, resume, and three references to careers@pslegal.org.

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

The Organization

PSLS is a nonprofit civil legal aid organization that has served northern and central Illinois for 45 years, maintains 11 office locations, and has a staff of over 200, including training and litigation staff with extensive experience. Our 36-county service area includes rural communities, suburban areas, and mid-size urban cities, which necessitates the development of diverse strategies, and we encourage our staff to cultivate and utilize creative approaches to reach and serve our client population. Employees of PSLS benefit from the expertise and community connections of their local office staff, along with robust program-wide resources. We strive to provide an array of services responsive to the needs of our clients. PSLS has excellent fiscal controls and upholds the highest rating from Charity Navigator and Guidestar. For more information regarding PSLS services and operations, please visit our website at <https://pslegal.org>.