



Job Opportunity Announcement General Counsel

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.

PSLS is seeking an experienced leader with a strong legal background to fill the role of General Counsel. This role reports to the Executive Director and is responsible for providing legal counsel to the organization and the Board of Directors. The ideal candidate is detailed-oriented and able to maintain a broad view of the needs of the organization.

Responsibilities

The PSLS General Counsel role will be assigned a variety of responsibilities, including:

- Advising leadership on new laws, existing laws and legal rights that would impact functionality of the organization
- Working with leadership to provide legal counsel and ensure actions, policies, and processes for each department are in compliance with State and Federal law
- Overseeing the legal matters of the organization as a whole, and representing PSLS' interests when PSLS is a party or interested party in litigation or administrative proceedings
- Reviewing, revising, drafting, and as appropriate negotiating third-party contracts and subcontracts and all office leases for every PSLS office
- Ensuring grantor and all other regulatory compliance
- Leading the design, development, and writing/updating/editing of organization program-wide policies and procedures
- Attending all Board of Director meetings and overseeing the organization of all Board resolutions and other Board action
- Maintaining knowledge of the company's legal documents and operations and ensuring adequate recordkeeping

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

Competencies

- Excellent organizational skills, attention to detail, and commitment to following established processes
- Strong written and verbal communication skills
- Exceptional legal practice skills, with a focus in employment law preferred
- 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)

Application Details – Resumes accepted until position is filled

Please indicate “General Counsel” 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>.