



Staff Attorney - Criminal Record Relief Division

The James B. Moran Center for Youth Advocacy's Criminal Record Relief Staff Attorney delivers all legal programming related to providing criminal record relief, including the Moran Center's Expungement & Sealing Help Desk. The Criminal Record Relief Staff Attorney reports to the Director of Legal Services.

DUTIES & RESPONSIBILITIES:

Delivers legal services related to criminal record relief:

- Provides direct legal representation to Moran Center clients and pro se assistance to users in petitioning for criminal record relief;
- Manages outcome data in collaboration with the Program Support Analyst;
- Creates and maintains legal case filing system;

Leads efforts in educating community members about criminal record relief:

- Provides informational presentations and/or trainings on various topics including expungement and sealing, how criminal histories affect employment and education opportunities, "Know Your Rights" presentations, etc.;
- Identifies legal issues within the community that require systemic reforms;
- Coordinates with the Director of Legal Services to identify opportunities for legal collaboration with other agencies and growth within the organization; and
- Represents the Moran Center at various community meetings, functions etc., as needed.

Other duties as assigned.

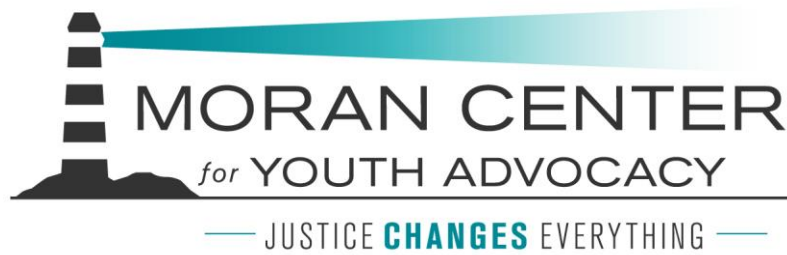
QUALIFICATIONS:

- J.D from an accredited law school and current Illinois bar membership in good standing
- Prior legal services experience preferred
- Familiarity with trauma informed and culturally aware legal services
- Passion for social justice, working to advance the vision of more just, racially equitable, and restorative society

SALARY: \$65,000 - \$80,000 annualized salary based on experience

BENEFITS:

- Healthcare for employees, their spouse and/or children, including dental and vision.
- Life Insurance.
- Flexible spending account (FSA) for qualified expenditures, including for health care and childcare.



- 403B/Roth retirement saving plan with employer match.
- Generous paid leave (vacation, sick, wellness, holidays and winter break)
- Paid Maternal/Paternal/Family Leave.
- Cell phone and technology reimbursement.
- Public Service Loan Forgiveness.
- Supportive, team-based environment and commitment to ongoing professional development.

TO APPLY:

Interested parties should send a cover letter and resume to Director of Operations, Shirley Kuzmanic-Galan at shirley@moran-center.org

Moran Center will continue accepting applications for the position until filled.

The Moran Center is an Equal Opportunity Employer: People of color, women, persons with disabilities, the elderly, gay, lesbian, bisexual and transgender, and Veterans are welcomed and encouraged to apply. We believe that a diversity of experiences and backgrounds is fundamental to achieving our mission.