



Job Description: Legal Advocacy Coordinator

Position Overview

Chicago Community Bond Fund seeks a Legal Advocacy Coordinator to support CCBF's revolving bail fund by facilitating the bond posting process, tracking and documenting case progress and resolutions; and recruiting, training, and supervising law student and attorney volunteers. The Legal Advocacy Coordinator should value both direct legal services, policy, and advocacy work. This is an associate-level position and a unique opportunity for a program coordinator seeking additional experience in legal services and/or criminal justice policy.

The candidates best suited to this role will be committed to social justice and abolition and have some experience supporting organizing by communities most impacted by mass incarceration. As part of a very small staff, the Legal Advocacy Coordinator will be required to be flexible, including occasionally handling administrative and fundraising tasks on an as-needed basis.

Responsibilities

- Managing CCBF's intake hotline, including:
 - Assist in staffing the intake hotline;
 - Assisting with intakes and supervising intakes performed by volunteers;
 - Assist Director of Programs in coordinating attorney visits to people incarcerated in Cook County Jail; and
 - Following up with public defenders and private defense attorneys;
- Work with CCBF's law clerks to complete post-release follow-up:
 - Processing paperwork after a bond has been posted;
 - Preparing and presenting affidavits regarding indigency;
 - Tracking returning bonds and ensuring CCBF receives the refund;
- Conducting research to assist problem-solving around intakes, bond payment, post-release support, and resolution of cases;
- Coordinating the withdrawals and deposits, and the logistics of bond posting with volunteers.
- Supporting Director of Programs in recruiting, training, and supervising law student interns every semester and summer, and volunteer attorneys as needed;
- Collaborating with partner organizations and providing occasional trainings or outreach presentations;
- Contributing to legal support efforts for progressive social movements as appropriate;
- Liaising with criminal defense attorneys and coordinating post-release support with the Post-Release Support Coordinator and the Director of Programs;
- Informing and engaging with advocacy and campaigns when applicable;
- Assisting with administrative and fundraising efforts as needed; and
- Other responsibilities as assigned.

Requirements

- At least two years of providing legal services or other forms of direct service;
- At least two years of leading or coordinating a program;
- Familiarity with Illinois criminal law and Cook County practice;
- Excellent client interviewing and communications skills, including the ability to compassionately and effectively explain complex legal situations to people in crisis;
- Ability to prioritize tasks, strong project management skills, and ability to work collaboratively in a fast-paced, self-directed environment;
- Capacity to communicate clearly and effectively, both in writing and orally; and
- A commitment to criminal legal system reform and prison abolition.

Preferred Qualifications

- Educational background in law, social work, and/or human services;
- At least four years of full-time professional experience, or equivalent combination of education, internships, volunteer and/or organizing work.

Salary and Benefits

CCBF's Legal Advocacy Coordinator will be based in Cook County at CCBF's office at the Westside Justice Center. While CCBF works remotely due to the COVID-19 pandemic, this role requires at least two days of in-office work. This is a full-time, salaried position with some evening and weekend hours required. This position has a three-month introductory period. The anticipated starting salary for this position is \$59,000 annually. Compensation is commensurate with experience and includes Blue Cross Blue Shield health insurance, Beam dental and vision insurance, education assistance, and generous paid time off policies. Start date is as soon as possible.

Reports to: Director of Programs

Supervises: Law Clerks, Attorney Volunteers (with Post-Release Support Coordinator and Director of Programs)

Application Process

Please send your resume and a detailed cover letter explaining your interest in the position as a single PDF to hire@chicagobond.org. Applications will be accepted and reviewed on a rolling basis. This position is open until filled.

CCBF is an equal opportunity employer. Black, Indigenous, Latinx, and other People of Color, women, LGBTQI-GNC people, formerly incarcerated and other people who have been directly impacted by criminalization are strongly encouraged to apply.