



Breaking Barriers to Justice

MOBILE LEGAL CLINIC MANAGER

The Mobile Legal Clinic (MLC) Manager will supervise the MLC Unit, including the Staff Attorney and Paralegals. The MLC is housed at LARC, Land of Lincoln's centralized intake system responsible for conducting eligibility determination for applicants, providing legal advice to clients and making referrals to our regional offices. They will coordinate and oversee the operations of two MLC vans, manage schedules for each MLC, and ensure the efficient delivery of legal services to rural and underserved communities. This unique role requires extensive travel, collaboration with community partners, and proactive leadership in managing mobile operations.

Land of Lincoln Legal Aid provides free civil legal services to low-income individuals in 65 counties in Illinois. We are committed to working for justice with those whose voices might otherwise not be heard; to empower individuals to advocate for themselves; and to make positive changes in the communities we serve. Our attorneys provide holistic legal advocacy in partnership with community organizations, social service agencies, and faith-based groups.

Key Responsibilities:

1. **Supervise MLC staff and operations:** Provide direct supervision to the Staff Attorney and Paralegals, ensuring high-quality legal services and effective teamwork across the MLC unit.
2. **Develop and manage MLC schedules:** In coordination with the management team, create schedules for each van to optimize service delivery across rural and underserved areas.
3. **Coordinate outreach and partnerships:** Collaborate with community partners and utilize social media campaigns to advertise MLC services and reach target populations.
4. **Oversee mobile service delivery:** Ensure MLC operations align with organizational goals, emphasizing client intake, outreach, and advice services in the field.
5. **Client intake and legal advice:** Conduct client intake interviews, assess eligibility, and provide legal advice and brief services via telephone and in person at MLC locations.
6. **Drive and maintain MLC vans:** Be trained to drive the vans and assist with their maintenance, ensuring they function as moving billboards and efficient mobile offices.
7. **Administrative duties:** Perform office work as needed, including intake duties at LARC.
8. **Compliance:** Ensure all operations comply with LOLLA policies, professional standards, and funder requirements.
9. Other duties as required or assigned.

Qualifications:

- Juris Doctor (JD) degree and active law license in Illinois with 2+ years of experience.
- Experience in legal services, particularly in rural or underserved areas, is preferred.
- Proven leadership and supervisory experience.
- Strong organizational and problem-solving skills, with the ability to manage operations in a mobile, field-based setting.
- Flexibility to travel extensively and work in a mobile clinic environment.
- Proficiency with case management systems and mobile technology.
- Ability to work independently and collaboratively with diverse teams.
- A satisfactory driving record.

Special Working Conditions and Demands: Applicants must have reliable transportation. This position is primarily based on the road.

Compensation: \$75,000 – \$100,000 (depending on experience). Excellent insurance and retirement benefits; excellent leave benefits. Land of Lincoln is a 501(c)(3) non-profit and is an eligible employer for the public service loan forgiveness programs.

Please send a cover letter and resume with subject line "Mobile Legal Clinic Manager" to:

Dawn Beasley, Human Resources Director, at dbeasley@lincolnlegal.org

Land of Lincoln is an equal opportunity employer and encourages applications from people of color, persons with disabilities, women, LBGTQIA+ gender non-conforming individuals, and people with life experiences or educational backgrounds that add to our diversity and our capacity to provide high quality legal aid.