



Pro Bono Coordinator Criminal Records Relief

Land of Lincoln Legal Aid (LOLLA) seeks a Pro Bono Coordinator to support and expand our criminal records relief work. Each year, thousands of Illinois residents face barriers to employment, housing, education, and stability due to past involvement in the criminal legal system—even after completing their sentence or having charges dismissed. Criminal records relief provides a second chance by removing these barriers and opening doors to opportunity.

Through our Pro Bono Program, we partner with volunteer attorneys, paralegals, law students, and other professionals to expand access to justice. The Pro Bono Coordinator will play a key role in recruiting, training, and supporting volunteers who review records, draft petitions, and participate in legal clinics. This position is supervised by the Pro Bono Manager and works closely with regional staff to integrate pro bono into the broader record clearing program

LOLLA provides free civil legal services to low-income individuals in 65 counties in Illinois. We are committed to providing justice for 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.

Key Responsibilities:

- Recruit, train, and support volunteers involved in criminal records relief work.
- Plan and coordinate sealing and expungement clinics, outreach events, and community-based summits in collaboration with LOLLA's regional offices.
- Assist with client intake, conduct interviews, and determine eligibility for services.
- Maintain up-to-date contact and case management records for pro bono partners.
- Support outreach efforts to raise awareness about pro bono opportunities and criminal records relief.
- Help develop and deliver training materials and resources for volunteers.
- Analyze program data and provide feedback to improve volunteer engagement and project impact.
- Other duties as assigned.

Qualifications:

- Bachelor's degree or demonstrated experience in volunteer coordination, public service, legal assistance, or related discipline.
- Strong organizational and time-management skills.
- Experience with database management or data entry.
- Proficiency with case management software.
- Excellent interpersonal skills including being attentive to cultural needs and differences.
- Experience in legal services, particularly in outreach, is preferred.

Special Working Conditions and Demands:

- Applicants must have reliable transportation, valid driver's license, and car insurance.

Compensation: \$47,500 – \$68,500 (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.

To apply, please send a cover letter and resume with subject line “Pro Bono Coordinator – Criminal Records Relief” 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.