



Pro Bono Coordinator Second Judicial Circuit – Consumer Law Initiative

Land of Lincoln Legal Aid (LOLLA) seeks a Pro Bono Coordinator to support a new Consumer Law Initiative (CLI) focused on small claims matters in Illinois' rural Second Judicial Circuit, a legal desert with limited access to counsel. Many low-income residents in the region face lawsuits, wage garnishment, and debt without the resources to defend themselves. The CLI fills this gap by engaging volunteer attorneys, students, and professionals to provide small claims, debt collection, and bankruptcy support.

The Coordinator will develop and manage this volunteer network, emphasizing law and paralegal student involvement. They will lead recruitment, training, and systems development under the supervision of the Pro Bono Manager, and work closely with staff in the Southern Regional Office, including our expert in consumer law.

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 to assist with consumer law matters.
- Conduct client intake and determine eligibility for services.
- Coordinate volunteer case assignments and monitor case progress across the CLI.
- Collaborate with law schools, community colleges, and legal organizations to build volunteer partnerships.
- Support outreach efforts to raise awareness about pro bono opportunities and the CLI.
- Track volunteer activity, collect feedback, and evaluate program performance.
- Help maintain and update records in the organization's case management platform.
- 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
- Preference given to candidates in the Second Judicial Circuit who can work from our Mount Vernon office; candidates able to work from our office in East St. Louis will also be considered.

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.

Please send a cover letter and resume with subject line “Pro Bono Coordinator” 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.