LAND OF LINCOLN Legal Aid

HUMAN RESOURCES DIRECTOR

Land of Lincoln Legal Aid seeks a Human Resources Director for its Administrative Office. Land of Lincoln Legal Aid 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.

Land of Lincoln seeks a dynamic individual to serve as the Human Resources Director under the supervision of the Executive Director. The Director will be responsible for all aspects of human resources including developing policy; directing and coordinating human resource activities such as employment, compensation, employee relations, benefits, training, liability prevention, legal compliance, and employee support services.

Responsibilities include:

- Implement training and human resources development programs
- Assist with the management of employee insurance and retirement benefits programs
- Assist with staff oversight, including performance reviews, hiring, onboarding, off-boarding, discipline, grievances, and other matters
- Ensure compliance with employment-related federal and state statutes, and HR-related grant requirements
- Other duties as assigned

Qualifications:

- Bachelor's degree in business administration, human resources, or a related field
- J.D. degree and experience in employment law preferred but not required
- Minimum of four (4) years of general human resources and benefits administration experience, with progressive supervisory experience
- Law firm or legal aid experience preferred but not required
- Strong interpersonal, organizational, and leadership skills
- Excellent verbal, analytical, writing, and organization skills
- Highly motivated and demonstrably able to work independently as well as part of a team
- Commitment to social justice
- Proficiency with O365 and human resources information systems

Special Working Conditions and Demands:

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

Compensation:

$85,000 - $130,000 dependent on experience. Excellent insurance and retirement benefits. Land of Lincoln is an eligible 501(c)(3) employer for the Public Service Loan Forgiveness Program.

Please send a cover letter and resume to Clarissa Gaff, Executive Director at cgaff@lincolnlegal.org;
the posting will remain open until filled or withdrawn.

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.

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