



For economic and racial justice

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Position Title: Legal Impact Network Program Associate
Reports to: Director of Legal Impact Network
Location: Chicago, IL

The Shriver Center on Poverty Law fights for economic and racial justice. Over the past 50 years, we have secured hundreds of law and policy victories with and for people experiencing economic instability in Illinois and across the country.

Everything we do is powered by communities most affected by poverty. We litigate, shape local policy, and train and convene multi-state networks of lawyers, community leaders, and activists to advance opportunity for all—not just the few.

Our country is rife with laws and policies that systematically disadvantage certain groups while advantaging others based on their race, gender, and other facets of their identities. We believe laws and policies—and the institutions that apply them—should be designed to support people. Together, we're turning this ideal into reality.

We are building a future where all people, families, and future generations have equal dignity, respect, and power under the law. Join the fight at povertylaw.org.

Description of the Legal Impact Network: Legal Impact Network (LIN) is a network of statewide, multi-issue legal advocacy organizations from thirty-three states and the District of Columbia that seek to change systems that perpetuate poverty and racial inequity through legal and policy advocacy. Through convenings, working group calls, and joint advocacy projects, the Legal Impact Network leverages the immense collective expertise of its members and provides a space for members to share knowledge and best practices, consult on advocacy strategies and common challenges, and coordinate with LIN members to multiply the impact of their advocacy.

Position Overview: The Shriver Center on Poverty Law is seeking a Legal Impact Network (LIN) Program Associate, whose overall responsibility is to provide critical logistical support to the network so that LIN members can efficiently share resources and collaborate with one another. The LIN Program Associate will be part of a team that organizes, supports, and contributes to LIN's efforts to engage in collaborative advocacy. As collaborative advocacy campaigns arise, the LIN Program Associate will provide logistical support including organizing collaborative activities, collecting information for evaluations, engaging in basic research, and providing other support as needed. Opportunities to engage in substantive advocacy work may arise but will be limited in scope.

Responsibilities:

- Manage listservs, online community website, newsletter, and other activities to facilitate effective communication within LIN and organization of LIN.

- Manage ongoing evaluation and data collection and work with colleagues to identify areas for improvement.
- Organize, support, and facilitate activities arising from LIN generally and LIN working groups specifically (currently focused on consumer rights, communications, immigrants' rights, criminal justice, housing, and safety net programs).
- Organize and help plan in-person and virtual convenings and periodic webinars.
- Maintain general knowledge of areas of collaboration within the network
- Together with LIN Director and LIN Staff Attorney, build and bridge relationships with LIN members.
- Other duties as assigned.

Qualifications:

- Excellent attention to detail and organization skills.
- Experience working effectively in a team setting and on collaborative projects.
- An ability to work cooperatively and effectively with other people within the Shriver Center, across the network, and across lines of difference (e.g., racial, economic).
- An eagerness to engage in race equity work at the Shriver Center and within the network.
- Facility with office technology and technology for collaboration (past experience or ability to learn).
- Strong writing and proofreading skills.
- Curiosity and a willingness to learn and improve.
- Experience with project management and facilitation preferred.

Salary/Benefits: This full-time exempt position offers an annual salary ranging from \$48,000 to \$52,000 and a comprehensive benefits package. This position is grant-funded through April 2024. Extension of this position beyond April 2024 is contingent upon securing additional funding.

Opening/Closing Date: Open immediately; closed when filled. Applications are accepted on a rolling basis.

Applications: Send a cover letter and résumé to Marie Claire Tran-Leung at hr@povertylaw.org.

At the Shriver Center on Poverty Law, we know that a richly diverse mix of professionals makes organizations more effective. As such, we make demographic and experiential diversity a hallmark and priority of all our work.