

Job Description – Part-Time Grassroots Community Organizer/Project Manager

Legal Council for Health Justice (Legal Council) seeks a part-time Grassroots Community Organizer (projected 30 hours a week) to work with our legal team to plan and develop an innovative, community-driven Medical Legal Partnership (MLP) on Chicago's South Side. The initiative will use community-based assets, relationships, and partnerships to ultimately provide needed legal services authentically rooted in community strength and power.

While we envision hiring someone as an employee to fulfill the job responsibilities outlined below, we will also consider filling this position with an independent consultant or discussing other employment options based on an applicant's situation. Applicants should indicate in their cover letters, sent to Legal Council as part of an application packet, if they are interested in discussing alternative hiring options.

Legal Council is an Equal Opportunity Employer: People of color, women, persons with disabilities, seniors, LGBTQ+ and Veterans are welcomed and strongly encouraged to apply. Legal Council believes that personnel diversity is an organizational strength and recognizes and values the intersectional identities that staff members bring to our organization. We are enriched by the diverse experiences, beliefs, and ways of thinking that employees of different backgrounds bring.

Founded in 1988, Legal Council for Health Justice finds legal remedies for discrimination, disadvantage, and disparities in health equity and well-being across the lifespan of Illinoisans impacted by life-changing medical conditions. All applicants must demonstrate a commitment to Legal Council's mission.

Key Job Responsibilities:

- Cultivate and sustain relationships with community members, community partners and institutions, and key stakeholders;
- Help to identify, develop and support community leaders;
- Develop advocacy skills and strengthen capacity of community members to work with Legal Council to develop the MLP;
- Develop and carry out community-based asset mapping efforts;
- Develop and support partner resources and asset mapping efforts;
- Support consensus building among community members, project partners, and stakeholders; and
- Provide project management for Southside MLP project expansion.
- Represent Legal Council at various community events, meetings, and media events;
- Develop and manage a detailed project schedule and work plan;
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress;
- Create and maintain comprehensive project documentation;
- Serve as a credible source of knowledge and information to community members who desire to be more involved and educated in MLP development;
- Coordinate meetings, events and activities;
- Encourage participation from people in the community;

- Work collaboratively with organizations providing resources, outreach, and education;
- Utilize online organizing tools and social media;
- Travel to trainings (possibly on evenings, weeknights and weekends) as permitted with COVID-19 travel precautions; and
- Other duties as assigned by the Co-Directors.

Job Requirements:

- Belief in community organizing as a means to improve community development;
- Commitment to social justice and Legal Council's mission;
- Experience working in low-income urban communities;
- Excellent communication skills; and
- BA is preferred.

Relevant experience includes not only professional advocacy on behalf of others, but personal experience with poverty, chronic illness, HIV, mental illness, public housing or other issues affecting our client population.

How to Apply: To apply, email a resume, compelling cover letter, and two professional references to:

Kenya Burnett
Director of HIV Legal Services
job@legalcouncil.org

Salary: Salary is commensurate with experience and based on agency salary scale.

Submission deadline: Position is open until filled.