

ENTRY LEVEL POSITION: PROJECT ATTORNEY

Chicago Volunteer Legal Services Foundation (CVLS) is a not-for-profit that provides free legal services to individuals in and around Chicago using volunteer attorneys. Last year 2,300 CVLS volunteers helped thousands of clients with their cases and legal issues.



Position Description

The staff attorney will work in CVLS' new Municipal Court Early Resolution Program representing residential landlords and individual creditors who have filed or intend to file a case or who want to consult with an attorney about a case. The attorney will attend two court calls daily, initially remote and in-person when the courts reopen for that, counsel and advise eligible landlords or creditors assigned by the court and represent them in court-ordered mediation. They will also advise, consult with and prepare documents and conduct outreach and community presentations on landlord tenant and creditor rights law, keep meticulous records and report activities and case and client information required. The attorney may also be responsible for supervising and supporting volunteer attorneys in the program, additional outreach, programming and related activities.

Candidates who are fluent in oral and written Spanish will have priority.

Position Requirements

- A current, active Illinois law license.
- Excellent oral and written communication skills
- Excellent organizational skills.
- Experience working with Microsoft Office Suite.
- Experience working with LegalServer or the ability to learn quickly and accurately.
- Clerking or internship experience in general civil litigation. (Experience with municipal court practice is a plus.)
- A commitment to working with low-income clients and with volunteer attorneys of varying skill levels and temperaments.

We are looking for people who have a sense of humor; are friendly, patient and tolerant; can work independently and in a team and pay attention to detail while also seeing the big picture.

Additional Information

This position will end when the program's funding ends on December 31, 2021. If funding is continued beyond 2021 or additional funds are secured, the position may be extended.

CVLS is committed to the principles of equal employment opportunity, without regard to race, color, religion, national origin, gender, age, qualified disability, or sexual orientation or any other protected class. CVLS is an Equal Opportunity employer seeking to build a workforce that reflects the diverse community we serve.

How to Apply

Email cover letter, resume and three professional references as attachments in Word to: Martin Cozzola, Program Attorney at mcozzola@cvls.org, Subject line should include "CVLS ERP Staff Attorney". No mail or phone calls.