



**THE CHICAGO BAR FOUNDATION
JEP COMMUNITY & TRAINING MANAGER
JOB DESCRIPTION**

OVERVIEW

The Chicago Bar Foundation (CBF) seeks a Justice Entrepreneurs Project (JEP) Community & Training Manager. The JEP Community & Training Manager is responsible for serving as the point person for and manager of the JEP Network, managing and continually evaluating the JEP curriculum, mentoring program and knowledge management tools, and developing user-friendly and accessible resources for public education and outreach. The JEP Community & Training Manager reports to the CBF Director of Innovation & the Justice Entrepreneurs Project. This exempt position is full-time, however 75% full-time equivalent may be considered.

The JEP is an incubator program for lawyers to start innovative, socially conscious law practices providing affordable services to low- and middle- income people. The goal is to expand legal services to regular people by developing new market-based models through which lawyers in solo or small practices can sustainably provide affordable services to these legal consumers. JEP participants focus their practices on serving low and middle income people who do not have access to legal assistance because they earn too much to qualify for legal aid but cannot afford services at most law firms. The JEP provides training, mentoring, and other resources and support to help participants establish sustainable law practices that address these unmet legal needs in the community. More information about the JEP is available at www.chicagobarfoundation.org/jep and www.jepchicago.org.

The CBF, a nonprofit organization, offers a competitive salary, comprehensive benefits package and flexible work environment. The CBF is an equal opportunity employer. The salary range is \$60,000-\$68,000, depending upon experience.

ABOUT THE CHICAGO BAR FOUNDATION

The Chicago Bar Foundation brings Chicago's legal community together to improve access to justice for people in need and make the legal system more fair and efficient for everyone.

Through grants, advocacy, pro bono, and partnerships, the CBF accomplishes this by:

- Increasing access to free and affordable legal assistance for people in need
- Making the courts and legal system more user-friendly, fair and accessible for people without lawyers

As the charitable arm of the Chicago Bar Association, the CBF is the largest voluntarily supported bar foundation in the country. The generous contributions of thousands of dedicated individuals, more than 200 law firms and corporations, and many other committed partners make the CBF's work possible. Thanks to that strong support, the CBF awards more than \$2 million in grants each year and plays a lead role in a number of innovative access to justice initiatives.

DUTIES & RESPONSIBILITIES

Serve as the Point Person for and Manager of the JEP Network (50%)

- Foster a collaborative and collegial environment amongst attorneys in the JEP Network
- Address day-to-day needs of program participants and alumni
 - Solve Network member-related and office issues and manage expectations
 - Work with the JEP Administrative & Communications Coordinator, the Director of Innovation & the JEP and interns to answer the front door, distribute the mail, keep the office clean, manage office resources and do anything else needed to foster a welcoming work environment
 - In coordination with the CBF's Director of Finance & Operations, collect and track participation fees
- Increase awareness of the JEP outside of the legal community through community outreach, education and engagement
- Identify and create opportunities designed to increase connections between members of the JEP Network, including member introductions, social events and trainings
- Manage the JEP alumni program to keep JEP alumni engaged in the JEP Network
- Manage the referral program that connects people seeking affordable legal services with JEP attorneys
- Take a lead role in planning the Annual JEPY Awards and serve as lead staff for the JEP Advisory Board JEPY Awards Committee

Manage & Continually Evaluate the JEP Curriculum, Mentoring Program & Knowledge Management Tools (35%)

- Continually identify, develop and evaluate core learning objectives and benchmarks for JEP participants to achieve at different stages of the program and tie them to the JEP curriculum

- Continue to develop and manage the ongoing curriculum for JEP participants and alumni, working with the Director of Innovation & the JEP, CBF Executive Director, JEP participants, and various CBF and JEP partners
- Create topic specific checklists and resources and tie them to the curriculum and other training and professional development resources
- In addition to programs custom produced for JEP participants, identify other sources of key training and professional development (e.g., CBA Law Practice Management programs) that advance the JEP core learning objectives
- Continue to develop monthly “lunch and learns” and more advanced trainings for JEP alumni
- Manage the JEP Mentoring Pairs program
- Continue to track how the JEP’s incubator programming and curriculum compares with interdisciplinary incubator and entrepreneurship curricula from other industries and adjust when necessary
- Regularly organize and assess the JEP knowledge management platform(s) for usability and knowledge sharing
- Serve as lead staff for the JEP Advisory Board Training & Mentoring Committee

Develop User-Friendly and Accessible Resources for Public Education and Outreach Utilizing the Latest Technology to Maximize Effectiveness (10%)

- In collaboration with the Director of Innovation & the JEP, Participants, Alumni, and CBF staff and partners, identify and develop educational resources to help people in the community recognize when they have a legal issue and what options are available to them to resolve those legal issues
- These tools are intended to work hand in hand with JEP community education, outreach and engagement

Additional Duties (5%)

- Attend major legal, philanthropic and entrepreneurial/small business community events when possible.
- Assist with other projects and duties as assigned.

POSITION REQUIREMENTS

Experience

- A minimum of 3 years of relevant work experience, which should include experience practicing law; experience with solo/small firm practice is strongly preferred; clinical teaching or other teaching experience is a plus
- A demonstrated commitment to public service and access to justice

A demonstrated record of success in the following areas

- Creating community within an organization or network of people
- Training and development, mentoring and motivation
- Working collaboratively with people and organizations representing diverse sets of interests
- Management of a project important to an organization and of significant size and complexity
- Entrepreneurial activity
- Community outreach and engagement

Knowledge

- Law degree preferred
- Demonstrated understanding of:
 - The legal market and community
 - The unique needs of new lawyers and solo/small firm practitioners
 - Access to justice and the needs of low and middle income legal consumers
 - Innovation within the legal profession on a local and national level

Salary and Benefits: This fulltime, exempt position offers a competitive salary and excellent benefits package. The salary range is \$60,000-\$68,000 (for full-time), depending upon experience.

How to Apply

The Chicago Bar Foundation is an equal opportunity employer seeking to build a workforce that reflects the diverse community we serve. Submit a resume and cover letter to cbfhr@chicagobar.org. Please indicate JEP Community & Training Manager in the subject line of your email. No phone calls please. Applications will be considered on a rolling basis through January 17, 2020.