MORAN CENTER for YOUTH ADVOCACY

JUSTICE CHANGES EVERYTHING

EDUCATION ADVOCACY PROGRAM, MANAGING ATTORNEY

The James B. Moran Center for Youth Advocacy's Education Advocacy Program (EAP) Managing Attorney provides strategic and day-to-day leadership of the EAP, including program planning, intake and case assignments, supervision of legal staff and volunteers, community education, and policy and systems advocacy. The Managing Attorney also maintains a caseload, representing eligible students and families in special education, school discipline, and related administrative matters, primarily involving Evanston/Skokie School District 65 and Evanston Township High School District 202, as well as other districts, including Chicago Public Schools, when consistent with client eligibility and program priorities. Matters may also involve the Illinois Department of Human Services. This position reports to and is supervised by the Director of Legal Services.

DUTIES & RESPONSIBILITIES:

Program Leadership and Administration:

- Develop EAP priorities, annual goals, and objectives in collaboration with the Director of Legal Services and, as appropriate, the Executive Director;
- Exercise independent professional judgment in day-to-day program operations and legal matters within established organizational priorities, policies, and delegated authority; consult with the Director of Legal Services regarding significant legal risks, resource constraints, or proposed changes to program strategy or scope;
- Oversee service quality, consistent practices, and continuous improvement across the EAP;
- Apply a racial equity and anti-oppression lens to program operations, intake and case acceptance, service delivery, staff supervision, and evaluation of client outcomes; identify and address systemic barriers and practices that contribute to inequitable access to services or outcomes;
- Manage program data, outcomes, and reporting in collaboration with the Program Support Analyst; analyze data and staff feedback to assess service quality, client outcomes, workload, capacity, and unmet community needs, and use findings to recommend and implement improvements in consultation with the Director of Legal Services;
- Maintain systems for continuity of legal services, including documented workflows, case-transition procedures, backup coverage, and cross-training, in coordination with the Director of Legal Services and other Managing Attorneys;
- Participate in regular coordination with other Managing Attorneys and the Director of Legal Services to share effective practices, address cross-program issues, strengthen continuity of services, identify opportunities for collaboration, and support consistent standards of legal practice across the Moran Center;
- Partner with the Director of Legal Services, Director of Development & Communications, and Executive Director on grant development, reporting, and the long-term sustainability of the EAP;
- Foster effective teamwork among EAP legal staff, social work colleagues, volunteers, and other interdisciplinary partners;

- Develop proposals to expand, consolidate, or redesign EAP services for review with the Director of Legal Services and, as appropriate, the Executive Director;
- Meet regularly with the Director of Legal Services to review program priorities, workloads, significant legal issues, staffing needs, and professional development;

Intake and Case Management:

- Work with the Director of Legal Services to implement and continuously improve a timely, accessible, trauma-informed client intake and screening process, ensuring that information collected supports case acceptance decisions and legal strategy;
- Lead program-level decisions regarding case acceptance, scope of representation, and referrals, consulting with the Director of Legal Services on complex or capacity-sensitive matters;
- Assign cases collaboratively, accounting for attorney workloads, experience, client needs, and case complexity;
- Ensure the timely, accurate, and consistent documentation of client matters, including in LegalServer, and oversee staff compliance with organizational standards for case management, data quality, and confidentiality;

Supervision and Professional Development:

- Provide day-to-day supervision, case consultation, constructive feedback, and professional development support to EAP attorneys and other assigned legal staff;
- Promote staff sustainability and retention through regular workload and capacity assessments, supportive supervision, professional development, and early identification of barriers to effective and sustainable practice;
- Supervise assigned pro bono attorneys, fellows, law clerks, interns, and other legal volunteers;
- Engage and coordinate nonlegal volunteers and subject-matter experts, including educational specialists and tutors, as appropriate;

Community Outreach and Education:

- Represent the Moran Center in education-related coalitions, working groups, and community partnerships;
- Provide trainings and informational sessions on special education, school discipline, educational rights, and related topics;
- Represent the Moran Center at community meetings, events, and public forums as needed;

Public Policy and Systems Advocacy:

- Work with the EAP team to identify patterns in client experiences and recurring barriers to educational opportunity, including the underlying school practices, policies, and systemic conditions that create or perpetuate those barriers;
- Translate lessons from direct representation, community engagement, and program data into recommendations for school-district practices and local, regional, or statewide legal, regulatory, administrative, or legislative reforms;
- Actively contribute to education policy and systems advocacy, and lead defined initiatives when prioritized in collaboration with the Director of Legal Services and Executive Director, taking account of organizational strategy and program capacity;
- Work with community partners, advocacy organizations, and coalitions to advance agreed-upon EAP policy priorities and share program expertise;
- Serve as a staff liaison to the Advocacy & Restorative Community Committee, helping connect EAP practice experience and emerging systemic concerns to the Moran Center's broader advocacy work;

Direct Legal Representation:

- Maintain a caseload and provide direct legal representation and advocacy to eligible students and families in special education, school discipline, and related administrative matters;
- Work with the Director of Legal Services to establish and regularly reassess a sustainable balance between direct representation and management responsibilities based on program needs, staffing, and caseload complexity;
- Determine eligibility for EAP services consistent with Moran Center policies and program priorities;
- Conduct client counseling, factual investigation, legal research, negotiation, administrative proceedings, hearings, and other advocacy necessary to advance client objectives;
- Collaborate with educational, clinical, and other subject-matter experts to identify and secure appropriate school-based supports and services;
- Communicate regularly with clients about case strategy, available options, and significant developments, consistent with client-centered practice and confidentiality obligations;
- Coordinate with the Director of Social Work Services to connect clients with therapeutic and other wraparound supports, consistent with client consent and confidentiality requirements;

Fundraising and Communications:

Contribute to the Moran Center's shared culture of fundraising and communications by building relationships, sharing stories of impact with appropriate client consent and confidentiality safeguards, and engaging with donors and community partners. Participate in fundraising activities, events, and campaigns in ways that align with the role and program responsibilities.

Perform other job-related duties, as assigned.

POSITION QUALIFICATIONS:

- Juris Doctor (J.D.) degree and active license to practice law in Illinois, in good standing;
- At least five years of substantive education advocacy experience, with eight or more years preferred, particularly in special education and school discipline matters;
- Demonstrated experience supervising and developing attorneys or other legal staff, including case consultation, feedback, and workload management;
- Strong legal judgment, organizational and communication skills, and ability to balance direct representation, supervision, and program leadership;
- Demonstrated commitment to client-centered, trauma-informed, racially equitable, and interdisciplinary legal practice;
- Demonstrated commitment to social justice;
- Understanding of and commitment to the Moran Center's work and mission;
- Comfort with ambiguity and a good sense of humor;
- Ability to work well in a fast-paced, highly collaborative and interactive office;
- Bilingual proficiency in English and Spanish preferred.

SALARY: $85,000 - $110,000 annualized salary

BENEFITS:

- Healthcare for employees, their spouse and/or children, including dental and vision.
- Flexible spending account (FSA) for qualified expenditures, including for health care and childcare.

- 403B/Roth retirement saving plan with employer match.
- Generous paid leave (vacation, sick, wellness, holidays and winter break)
- Paid Maternal/Paternal/Family Leave.
- Cell phone and technology reimbursement.
- Eligible for Public Service Loan Forgiveness.
- Supportive, team-based environment and commitment to ongoing professional development.

TO APPLY:

Interested parties should send their resume and cover letter to Director of Operations, Shirley Kuzmanic-Galan at shirley@moran-center.org

Moran Center will continue accepting applications for the position until filled.

The Moran Center is an Equal Opportunity Employer: People of color, women, persons with disabilities, the elderly, gay, lesbian, bisexual and transgender, and Veterans are welcomed and encouraged to apply. We believe that a diversity of experiences and backgrounds is fundamental to achieving our mission.