

**Chicago Alliance Against Sexual Exploitation  
Managing Attorney, Civil**



**Function:** Reporting to the Legal Director and serving as an integral member of the CAASE management team, the Managing Attorney, Civil serves as the program leader of the Civil Division of the Legal Department, ensuring that this division operates efficiently and effectively. The position has leadership responsibilities for enabling CAASE to continue growing its legal services program, while collaborating with the full legal team to ensure consistent and effective legal representation and legal team policies and procedures.

**Program Leadership and Supervision**

- Manage the Civil Division of the Legal Department, including coordinating the growth and development of these legal services in alignment with CAASE’s Strategic Plan in collaboration with the Legal Director.
- Directly supervise division attorneys, case manager, and paralegal and hold responsibility for all managerial facets of division staff supervision, including hiring, training, mentoring, and providing formal, ongoing guidance and performance evaluation.
- In collaboration with Legal Director and Victims’ Rights Representation (VRR) Division Managing Attorney, develop and implement legal team annual plan in alignment with grant goals and Strategic Plan, including delegating tasks and ensuring follow-up and completion.
- In collaboration with Legal Director and VRR Managing Attorney, develop and ensure alignment with consistent Legal Department policies and client representation and coordinate and lead Legal Department meetings, including regular case review, with entire legal staff.

**Cross-Department Collaboration**

- Working with legal team, identify policy trends that directly affect clients and legal work for referral to Policy Department, providing legal guidance, insight, and collaboration as requested.
- Identify and update Prevention Department updated on changes to law that may affect their work with students and schools.
- Actively participate in regular meetings with Senior Director, other Program managers, and Communications Manager and in CAASE-wide initiatives, as requested.
- Work with Communications Manager to identify legal program stories and events for highlighting in newsletter and on website

**External Partnerships and Community Engagement**

- Oversee CAASE’s Coordinated Service Program with rape crisis center advocates, as set out by the Legal Assistance for Victims Grant, including management of regular communications and meetings with RCC advocates and directors and ICASA general counsel.

- Serve as a public resource on CAASE and sexual harm issues, including in the media and through speaking engagements.
- Participate in or delegate to staff coverage of legal team coalitions and community partnerships.
- As directed by Legal Director, ensure all training requests are evaluated and covered appropriately.

### **Direct Representation of Individual Clients**

- Carry an active caseload of 8-10 clients at any given time, working independently according to the organization's policies and procedures.
- Meet with, assess the comprehensive legal needs of, and provide legal advice and representation to victims of sexual assault and exploitation through prostitution.
- Provide advocacy and representation to victims seeking to have the criminal justice system investigate and prosecute perpetrators of sexual assault and exploitation.
- Address the civil legal needs of victims related to privacy, immigration, physical safety, education, employment, housing, and financial compensation matters.
- Utilize civil rights remedies, including the Illinois Civil No Contact Order Act and Gender Violence Act, to litigate on behalf of survivors of sexual assault and exploitation.
- Maintain organized and detailed case files.

**Status:** Full time, exempt.

**Reports to:** Legal Director

### **Education and Experience**

Applicants must have a Juris Doctorate, admission to the Illinois Bar in good standing, and a minimum of six years of direct legal experience.

### **Qualifications**

The ideal applicant will also have:

- Prior supervisory and/or management experience, preferably in a legal or non-profit setting.
- Commitment to developing innovative legal and policy responses to sexual assault through representation of and advocacy for survivors of sexual assault and prostitution both within the criminal justice system, the civil justice system, and in any other venue applicable to survivors, including in educational or employment settings.
- Ability to work collaboratively, leading a team in developing creative and innovative strategies to complex legal questions.
- Demonstrated, exemplary research, writing, and litigation skills.
- Excellent interpersonal skills and comfort working with survivors, victim's advocates, prosecutors, law enforcement, medical practitioners, and other attorneys.
- Comfort and experience with public speaking, particularly in the area of legal education.
- Demonstrated commitment to working against all forms of violence against girls and women and on behalf of all victims of sexual assault and exploitation, regardless of sex, gender identity, race, ethnicity or economic circumstances. Demonstrated commitment to feminist principles of identifying and opposing all forms and manifestations of inequality.

**Organization Values:** CAASE is a feminist organization, committed to ending all forms of sexual exploitation including specifically sexual assault and prostitution. CAASE is opposed to all forms and manifestations of inequality, including but not limited to those based on race, sexual orientation, and gender. CAASE does not discriminate against job applicants or employees on the basis of race, color, age, order of protection status, physical or mental disability, national origin, religion, sex, sexual orientation, gender identity, gender expression, national origin, ancestry,, marital status, military status, or unfavorable discharge from military services. CAASE supports a person's full access to reproductive health information and services.

**Salary and Benefits:** CAASE provides a competitive benefits package, including health, dental, vision, short-term disability insurance, and paid time off. Salary high-sixties, negotiable depending on experience.

**How to Apply:** Applications will be accepted until the position is filled. To apply, send a substantive cover letter, resume, and writing sample to [hr@caase.org](mailto:hr@caase.org) or by mail at CAASE, Attn: HR, 307 N. Michigan Ave., Suite 1818, Chicago, IL 60601. No phone calls please.

*This position will be funded as part of CAASE's work on the Victims' Rights Enforcement Project. The Victims' Rights Enforcement Project—also known as Rights In Systems Enforced Project ("RISE Project") is a project of the National Crime Victim Law Institute (NCVLI). Funded by a cooperative agreement with the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC), award number 2018-V3-GX-K018, the RISE Project is funding six legal Clinics to provide crime victims with access to legal representation to assert and seek enforcement of their rights throughout criminal justice processes, increase awareness of victims' rights and increase victim access to no cost legal services through an expanded body of attorneys knowledgeable about rights assertion and enforcement in criminal trial and appellate courts.*