



Chief Program Officer Job Description

Description of Organization

Lawndale Christian Legal Center (“LCLC”) is the only organization in Chicago where lawyers and social services work together to support justice involved youth right in their own neighborhood. Founded in 2010, LCLC’s unique model of community-based holistic legal services serves youth and emerging adults, ages 24 and younger, in the Lawndale area. LCLC integrates criminal defense legal representation with social services such as intensive case management, outreach, mentoring, detention reduction programming, workforce development, and housing. LCLC is the only community-based legal defense organization that serves youth holistically through the termination of their sentence and after their case is over. To provide the holistic care our youth need, we have built grassroots relationships with residents, service providers, and other stakeholders in the community through a local collaboration we initiated called the North Lawndale Community Restorative Justice Hub. Through community-based holistic care, we envision a North Lawndale community where disconnected, street-involved youth are embraced by their families and community, restored from trauma, empowered to lead, and free from the criminal justice system. More information on LCLC can be found at www.lclc.net.

Job Description

The Chief Program Officer oversees all services provided by LCLC’s Legal Team, Case Management Team, Outreach Team, MAC House, Mentoring, Restorative Justice Hub, and Detention Reduction Program, ensuring the cohesive integration and delivery of our team-based model of services. The Chief Program Officer will join a growing team of executive leaders at LCLC to play a critical role in the execution of our [Chicago Beyond award and rigorous evaluation with the University of Chicago Urban Labs](#). As an organization, we are in a season of growth that requires us to develop our model of services such that we are able to equip and train other communities in Chicago to implement these services in their neighborhoods. During this season, it is critical that the Chief Program Officer facilitate the collection and analysis of data from the various departments so that, in partnership with Urban Labs, we can determine critical interventions, length of interventions, and the overall impact and cost of our services, particularly in comparison to traditional forms of criminal justice interventions. We are looking for a high-level executive leader with non-profit management experience; strong management, organizational, and administrative skills; and experience in collecting and analyzing data to inform model delivery of services as well as replication and scaling of those services. This position reports directly to LCLC’s Executive Director.

Responsibilities include:

- Manage and supervise all services provided by Legal Team, Case Management Team, Outreach Team, Restorative Justice (RJ) Hub, Detention Reduction Program, Mentoring Program, and Workforce Development Program (MAC House and Court Advocacy Apprenticeship)
- Provide direct supervision for Litigation Director, Case Management Supervisor, Outreach Supervisor, Detention Reduction Program Director, RJ Hub Coordinator, and MAC House Co-Directors (“the Management Team”)
- Implement our interdisciplinary team-based model of services to facilitate collaboration and prevent departments from working in silos
- Develop best practices to ensure cohesive integration of LCLC’s services with services offered by our community partners in mental health, workforce development, education, housing, and mentoring

- Facilitate the collection and analysis of data from all departments with Urban Labs to finalize model delivery of services, demonstrate impact, and identify cost-effectiveness of services, particularly in comparison to traditional forms of criminal justice interventions
- Work closely with Chief Operating Officer and the Management Team to complete program and financial reports for funders and Executive Director reports to the Board of Directors
- Monitor and implement goals as outlined in LCLC's Strategic Plan
- Review development of database with Chief Operating Officer and Executive Director to ensure collection of data in order to track progress of programs, outcomes, and evaluate impact
- Implement standardized performance evaluations across all programs
- Regularly attend monthly RJ Hub meetings with RJ Hub Coordinator to build relationships with community partners and further the work of the Hub regarding the Restorative Justice Community Court and Violence Prevention Plan
- Regularly attend monthly citywide Community Restorative Justice Hubs Leadership Circle meetings with Chief Operating Officer and Executive Director
- Review and develop trainings needed for LCLC staff and community partners

Qualifications and Requirements:

- Required: B.A./B.S. degree
- J.D., MSW, MBA, or Masters in Non-Profit Management preferred
- Seven years of experience in non-profit management, government, or equivalent
- Training, experience, and expertise in restorative justice practices and principles
- Understanding of the criminal justice system
- Experience working with high-risk African American youth and emerging adults
- Excellent management, organizational, and administrative skills
- Expertise in project management, data review, and implementing strategic plans
- Willingness to live in North Lawndale preferred
- Minorities encouraged to apply

Application

Please submit cover letter, resume, and three references to Executive Director, Cliff Nellis, at cnellis@lclc.net.