



## **READI Program Assistant 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](http://www.lclc.net).

### Job Description

LCLC is an outreach provider of READI Chicago, a network of community-based organizations on Chicago’s West and South Side that engage individuals at the highest risk of becoming victims or perpetrators of gun violence. LCLC’s Outreach team works to gain trust of the community and the highest risk individuals to help prevent shootings and retaliatory violence, and to provide linkages and robust accompaniment to prosocial alternatives including activities, jobs, education, case management, and social services.

The Program Assistant will perform key data management, reporting, and administrative tasks to support the program and improve the quality of service to READI participants. The Program Assistant will also share transportation duties with other members of the LCLC Outreach team. The Program Assistant reports to LCLC’s Outreach Supervisor.

Job responsibilities include:

- Support program intake process ensuring all necessary documentation is kept on file
- Manage accuracy of data entry, oversight, and timely reporting
- Work with Outreach Supervisor to prepare monthly program narrative and data reports
- Maintain accurate hard copy files of adults served and program participation
- Monitor program expenditures and prepare monthly financial vouchers under direction of Chief Operating Officer
- Plan monthly constructive social weekend outings to help READI participants develop important life skills, leadership, and practice good citizenship
- Coordinate with outreach workers, TJ providers, lawyers, and READI case coordinators to provide timely and accurate reports for court
- Visit or correspond with emerging adults in custody as needed
- Attend weekly staff meetings, meetings with supervisor, and monthly team meetings
- Open communication during non-work hours about participant status reports

- Other duties as assigned

Qualifications and Requirements:

- Bachelor's Degree required
- 2+ years of office experience preferred
- Excellent computer skills, including Microsoft Word and Excel
- Good written, verbal, and organizational skills with strong attention to detail
- Valid driver's license and clean driving record
- Experience working with court-involved adults
- Strong leadership and communication skills
- Self-starter passionate about supporting underserved and high risk individuals
- Preference for those trained in restorative justice peace circles, trauma informed care, and motivational interviewing
- Passion for social justice, particularly as related to the criminal justice system
- Ability to work in teams and independently
- Ability to work effectively with a diverse staff, clients, and community partners
- Willingness to live in North Lawndale preferred
- Minorities encouraged to apply

Application: Please submit a cover letter and resume to: Maurice Harris, Outreach Supervisor, at mharris@lclc.net. Include position title in email subject.