

May 16, 2022

**JOB VACANCY ANNOUNCEMENT
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS
222 N. LaSalle Street, 13th Floor
Chicago, IL 60601**

POSITION:	Senior Program Manager, Inclusive Access
DIVISION:	Access to Justice Division
SALARY:	Minimum salary \$71,737, salary at hire to be commensurate with experience
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision, and life insurance, as well as deferred compensation and generous leave time.
REPORTING RELATIONSHIP:	Deputy Director and Supervising Senior Program Manager, Access to Justice Division

PURPOSE

We share a vision of a community free from bias, systemic unfairness, and oppression, where everyone is treated with dignity and respect. The Senior Program Manager, Inclusive Access is a professional position responsible for the day-to-day operations of the Illinois Supreme Court Commission on Access to Justice’s Community Trust Committee and Disability Access Committee. They will also work on initiatives related to enhancing the inclusivity of the court and reducing barriers that self-represented court users face in accessing the court. Work is performed under the direct supervision of the Deputy Director of the Access to Justice (“ATJ”) Division and the Supervising Senior Program Manager and is reviewed based on conferences, reports, and results achieved.

ESSENTIAL DUTIES

- Identify, implement, and refine policies and strategies that enhance the inclusivity of the court, particularly for self-represented litigants
- Develop and execute strategies, programs, and projects to amplify and include the voices and experiences of marginalized court users to reduce barriers to accessing the court, including physical, technological, and historical barriers
- Foster community trust and engagement by cultivating communication and coordination between the courts, non-traditional court stakeholders, justice partners, and the public
- In collaboration with the ATJ Division and ATJ Commission, identify actions, policies, and strategies that promote race equity and eliminate structurally racialized systems and practices

- Build meaningful community partnerships to ensure that the communities most harmed by poverty and racial inequities participate in the development of policies, actions, and decisions that may affect them
- Continue and expand the existing work of the ATJ Commission's Community Trust Committee
- Develop a public relations strategy and maintain a communication feedback loop with the public
- Prepare a report identifying effective community engagement strategies and offering statewide recommendations for pursuing community trust work at the local level
- Review the results of focus groups and surveys as part of the Justice For All Grant and implement projects to address gaps identified
- Develop and execute strategies, programs, and projects that support court users with a disability
- Identify and implement policy reforms to ensure access to the civil court system for court users with a disability
- Work with local courts to ensure listening and other communication devices or American Sign Language interpreters are available for any court users needing such accommodations
- Collaborate with the Court Services Division to assist with creating a disability program evaluation for all accommodation requests by court users and collecting data on disability access requests and complaints
- Partner with the Illinois Attorney General's Disability Rights Bureau on the Court Disability Coordinator's annual training
- Performs other duties as assigned

SELECTION FACTORS

- A desire to minimize or eliminate barriers to the court system
- Understand barriers facing self-represented litigants and litigants with disabilities and their ability to participate in the court process
- Familiarity with the Access to Justice policy issues
- Ability to collaborate with grassroots movements and organizations to inform and implement changes to policies and programs that do not account for the experiences of underserved and marginalized communities
- Knowledge of the Americans with Disabilities Act
- Strong written and oral communication skills
- Strong organizational and interpersonal skills
- Use of independent judgment within established practice and procedural guidelines
- Knowledge of the principles and practices of court management and operations
- Skills in program development, implementation, and evaluation
- Proficiency with Microsoft Office products, including PowerPoint, Excel, Adobe, and Access
- Knowledge of the principles and techniques of short-term and long-range project management
- Ability to collect data and prepare statistical and informational reports

- Ability to coordinate with individuals, councils, committees, state agencies, and other community organizations and facilitate committee work
- Must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record

EXPERIENCE AND EDUCATION REQUIREMENTS

A commitment to engaging with underserved and marginalized communities across the state is required. Preference is given to experience in legal or public policy advocacy, community organizing, or community engagement work. A Juris Doctor Degree from an accredited law school, approved by the American Bar Association, is required. Being bilingual is desired.

PHYSICAL REQUIREMENTS

- Ability to sit for extended time periods.
- Professional office working environment requiring telephone usage and ability to process written documents.
- Travel within Illinois may be required.

Interested persons should submit - via email - a letter of interest, resume, and completed Judicial Branch Employment Application to courtempoyment@IllinoisCourts.gov.

This position will remain open until filled. However, those persons submitting materials by June 21, 2022 will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER