



## **Diversity Equity and Inclusion Managing Attorney**

Are you passionate about improving diversity, equity, and inclusion in the legal profession? Are you a lawyer who would enjoy using your background, legal experience, and skills to create policy and programs that inspire the legal profession to new heights? Would you like to present educational programs, collaborate with justices, and host and attend ground-breaking conferences all while working with a collaborative and innovative team? If so, you should apply to be the Illinois Supreme Court Commission on Professionalism's first Diversity, Equity, and Inclusion (DEI) Managing Attorney.

The Commission on Professionalism is a non-profit organization established by the Illinois Supreme Court to promote civility, inclusiveness, and greater access to and equity in Illinois's legal and judicial systems. We accomplish this broad mandate by creating, approving, and delivering CLE and judicial education programs; writing for legal journals, periodicals and our robust social media and blog platforms; and collaborating with like-minded individuals and organizations across Illinois and beyond.

The position will be remote through the end of 2020 and, based on public health guidelines, will be in the Commission's Chicago office thereafter.

### **Duties and Responsibilities:**

#### *Program Management*

- Manage the Commission's involvement in Jumpstart, a program designed for historically excluded law students.
- Expand DEI initiatives for the Commission's lawyer-to-lawyer mentoring program.
- Lead DEI efforts throughout the Commission's programming.

#### *Strategic Partnerships*

- Develop and implement programs focused on DEI issues with Commission partners, including law firms, bar associations, government agencies, law schools, and other legal organizations.
- Recommend DEI initiatives and partnerships that demonstrate innovative, collaborative, and strategic leadership.
- Create and execute meaningful and appropriate metrics to track progress and gauge the effectiveness of strategic goals, aims, and priorities.

#### *Education*

- Collaborate with the Commission team to develop content for impactful online and in-person courses.
- Deliver quality programs on DEI and other professionalism topics for attorneys and judges.
- Write educational blogs, articles, social media posts, and other content that promotes DEI in the legal profession and beyond.
- Research and share best practices on emergent issues related to DEI.

### **Skills and Qualifications:**

- J.D. and a licensed attorney (Illinois strongly preferred).
- At least five years of relevant experience.
- Demonstrated passion and personal and professional commitment to DEI principles.
- Proven research, writing, interpersonal, communication, and collaboration skills.
- Team player who can think broadly and strategically about the Commission's work.

- Strong organizational skills and attention to detail.
- Demonstrated success in managing multiple projects simultaneously and delivering work product with little supervision.
- Well-connected in the Illinois legal community and willingness to use social media.
- Hold a valid driver's license and be willing to travel throughout the state, presenting educational programs and representing the Commission at events, including occasional evenings and weekends.

The salary will be commensurate with experience and includes a generous benefits package. We are an equal opportunity employer, committed to diversity, equity, and inclusion in our workforce. All qualified applicants will receive consideration for employment. As an EOE/AA employer, the Commission will not discriminate in its employment practices due to a qualified candidate's race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or veteran status. People from diverse backgrounds are encouraged to apply.

Please email a cover letter and resume to David Bell at [david.bell@2civility.org](mailto:david.bell@2civility.org). A review of applications will begin immediately. For best consideration, submit your application by September 25, 2020. This job will remain open until filled.

**About the Illinois Supreme Court Commission on Professionalism**

The Illinois Supreme Court started the Illinois Supreme Court Commission on Professionalism in 2005 under Supreme Court Rule 799(c) to foster increased civility, professionalism, and inclusiveness among lawyers and judges in Illinois. By advancing the highest standards of conduct among lawyers and judges, the Commission on Professionalism works to better serve clients and society alike.

For more information, please visit [2Civility.org](http://2Civility.org) and follow us on Twitter [@2CivilityOrg](https://twitter.com/2CivilityOrg).