

**INDIANA LEGAL SERVICES, INC.**  
*Job Announcement*

**DIRECTOR, LGBT LAW PROJECT**

**AGENCY AND PROJECT DESCRIPTION:** ILS is a statewide, not-for profit organization that provides free civil legal services to eligible clients in civil cases through 8 branch offices. Common issues ILS provides advice and representation on are housing, family law, public benefits, immigration, expungements, and consumer law.

The LGBT Project is a statewide program that provides comprehensive legal services to, and advocacy for, LGBTQ Hoosiers. The project litigates cases in state and federal trial and appellate courts and provides advocacy and education. The most common practice areas include obtaining accurate and affirming identity documents and anti-discrimination work. The LGBT Project is primarily funded by the Victims of Crime Office.

The LGBT Project is the only legal program in Indiana dedicated to representing LGBTQ+ Hoosiers. As a result, we've led most of the state court litigation on behalf of LGTBQ+ individuals. For example, in the last 4 years, the project has litigated eight name and gender marker change appeals and is currently litigating the right to have nonbinary IDs. The Project is also co-counseling two school discrimination cases with the Indiana ACLU.

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:**

ILS is committed to promoting diversity, multiculturalism, and inclusion and is proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any category protected by law. **We strongly encourage Black, Indigenous, and other applicants of color, people with disabilities, and other people historically underrepresented in the practice of law to apply.**

**CORE DUTIES:**

- Supervise LGBT Project staff.
- Develop and execute strategies aimed at advancing LGBTQ+ rights.
- Maintain a caseload providing representation to eligible clients.
- Collaborate with other ILS offices and projects by sharing expertise, research, and pleadings, and by consulting, training, and co-counseling cases as appropriate.
- Closely collaborate with community partners to ensure that the Project's work aligns with community needs.
- Provide community education, and serve as a resource to community agencies, concerning the project's client population and areas of law.
- Manage project grants, grant reports and grant applications in connection with the ILS Resource Development Director.
- Ensure the project operates in compliance with all relevant statutes, regulations, rules and grant requirements
- Contribute to ILS's mission to advance racial justice

**SKILLS AND EXPERIENCE:**

*Required:*

- J.D. and admission or eligibility for admission to the Indiana State Bar.
- Ability to articulate and execute a vision for the Project's work on behalf of LGBTQ+ people.
- Demonstrated commitment to race equity.
- Ability to travel as needed to perform job responsibilities throughout Indiana.
- Unless exempt under federal or state law, the person who is hired for this position must be fully vaccinated for COVID-19 within 60 days of starting the position. Reasonable accommodations will be provided in accordance with state and federal law.

*Desired:*

The following qualifications are valued for this position. Applicants should also identify other related or supplementary skills and experiences.

- At least three years of experience practicing as a lawyer, although outstanding attorneys with less experience will also be considered.
- Passion for social justice and commitment to ILS's mission.
- Understanding of the principles of race equity analysis and the intersection of racism and poverty and their application to the ILS organizational life and work.
- Lived experience with our client communities.
- Prior legal experience with low-income and other oppressed communities and clients.
- Ability to empathize and sensitively respond to people in crisis situations.
- Strong problem-solving, time management, and organizational skills.
- Ability to work both independently and collaboratively with others within and outside the Project.
- Experience with more than one practice area covered by the Project.
- Experience leading or working as a member of litigation teams.
- Supervisory experience.

**COMPENSATION:** Starting salary is \$65,401, with a range up to a maximum of \$96,743 depending on experience. ILS offers an excellent fringe benefit package including health insurance (medical, dental, vision, Rx), disability insurance, life insurance, a 401(k) plan, and a flex benefit plan.

**LOCATION:** This position can be located in any ILS office. Not all the hours worked require being in the office; some of the work can be completed remotely.

**TO APPLY:** Please apply only by submitting a letter explaining your interest and experience, your resume, and a list of at least 3 professional references with email addresses and telephone numbers, and a writing sample. For questions regarding the status of your application please contact [human.resources@ils.net](mailto:human.resources@ils.net).

The position will remain open until filled. Preference may be given to early applicants.