



JOB POSTING

POSITION: Director of Legal Services

SALARY RANGE: Commensurate with experience

BENEFITS: CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.

FLSA Classification: Exempt/Salaried, full-time, regular

REPORTS TO: Managing Director

DEPARTMENT: Legal Services

START: Immediately

LOCATION: Los Angeles, California

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

POSITION:

The successful Director of Legal Services is an empathetic professional who demonstrates competent and team-building leadership with a commitment to increasing cultural competency and equity coupled with a high degree of interpersonal skills and self-motivation. The designated leader of CHIRLA's organizational Legal Services team, this position will work collaboratively with the Executive Director, Managing Director and other department heads in furtherance of CHIRLA's mission, overseeing all of the legal services government contracts and program standards, monitoring, evaluating and learning; facilitating best practices and cross-office communication and work; ensuring programmatic consistency and quality; overseeing program metrics tracking and reporting; and ensuring effective use of client services case management system.

The Director will directly supervise Managing Attorneys and other Legal Services Department staff, establishing a collaborative and mentoring environment for new staff as well as those with more experience. A combination of legal expertise in immigration law as well as a demonstrable track record of excellent leadership and management skills is required.

Responsibilities:

- Responsible to oversee, lead, manage and ensure on-time and quantitate as well as qualitative deliverables of all government contracts within the legal department;
- In collaboration with senior leadership, develop and implement policies, procedures, and systems necessary to maintain high-quality programs and services, and to ensure adequate controls and measured outcomes, data and reports;
- Develop and plan strategically for future programmatic needs and community partnerships.





- Oversee program data collection and ensure timely reporting of compliance and contract activities for funding sources. Responsible for reviewing the work done by development team prior to submission (or in conjunction with grant writing / development staff) all interim and progress reports to funders
- Assist with gathering necessary documentation for RFP process when funding opportunities are identified
- Maintain expert knowledge of procedures for billing, reporting, and documentation, including requirements for maintaining client files and records
- Conduct ongoing record review and client file management for quality assurance and audit preparation
- Assist with program/fiscal audits and monitoring visits
- Cultivate a culture of continuous improvement, strategic thinking, and growth mindset among client services teams and other program staff
- Ensure the quality of services by taking part in national-level trainings, professional engagements, and community based partnerships and relationships
- Represent CHIRLA externally in state funded projects, trainings, conferences, and fundraising events
- Mentor attorneys and other legal services staff to create an environment where they can thrive and learn.
- Be a resource to answer legal questions related to immigration law or individual case consultation
- Develop new-hire onboarding and training plans to ensure that new staff can quickly assimilate into the CHIRLA culture, understanding their responsibilities, our methods and the way information is tracked
- Supervise other managers or coordinators who act as front-line supervisors to attorneys or other Legal Services staff, mentoring those managers and coordinators in their own journey of leadership.
- Maintain an Open Door to assist staff when/if needed.

Requirements:

- Ten or more years of relevant experience serving the legal needs of a diverse population is required
- At least 5 years of demonstrable experience as an attorney representing clients and working with U.S. Immigration Law is required
- At least 5 years of experience in a nonprofit service-delivery or nonprofit legal setting preferred
- At least 3 years of experience managing or supervising other licensed attorneys required; in a non-profit legal setting highly preferred
- Experience working within or demonstrated enthusiasm for leadership in an interdisciplinary setting
- Experience training, mentoring or developing newly-licensed attorneys and/or other professionals preferred
- Engaging communication skills that can effectively and independently communicate with diverse audiences and network collaboratively among a variety of stakeholder groups;
- Experience working with survivors of trauma, domestic violence, sexual abuse, and human trafficking





- Creative problem solving, strategic thinking, and analytical skills is necessary
- Must be highly self-motivated and driven;
- Must be comfortable in a collaborative, consultative environment
- Must be committed to nonpartisanship and creating a community respectful of inclusion, equity and diversity
- JD with current bar membership of any state in good standing; and
- Excellent interpersonal and communication skills; ability to work effectively with a diverse community is required
- Ability to establish and maintain effective relationships throughout the organization and with external state funders, clients, courts and other stakeholders is required
- Ability to communicate effectively both orally and in writing
- A high level of integrity and the ability to maintain confidentiality
- Proactive nature in using technology and systems to maximize efficiencies with tasks
- Flexible schedule to meet organizational needs is important
- Ability to Speak, read, write Spanish is required because of the nature of the clients frequently served by CHIRLA.

To apply, send resume and cover letter to: jobs@chirla.org
Subject Line should read: **Director of Legal Services**

