JOB POSTING

JOB TITLE: Subcontractor Administrator
SALARY: $65,000 - $70,000
CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.
FLSA CLASSIFICATIONS: Exempt/Salaried, full-time, regular
REPORTS TO: Associate Director of Legal Services
CLOSING DATE OF POSITION: Position will remain open until filled
LOCATION: Multiple branch office locations available

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 DESCRIPTION:

The role of a subcontractor administrator is to oversee, organize, and manage CHIRLA’s legal and possibly non-legal contracts and associated subcontracts. This position will be tasked to look at various aspects related to contracts, such as reviewing and organizing subcontractors and deadlines. Leading the coordination and monitoring progress performance and invoices.

The administrator should have a strong knowledge of legal procedures and policies and know how to review contracts on a consistent basis. They are also responsible for mediating disputes and trying to rectify issues that may arise with contractual obligations. Once contracts are finished, the administrator will have the responsibility of preparing reports highlighting the progress of the fulfillment of contracts, as well as an overview of what actions were taken.

RESPONSIBILITIES AND DUTIES:

- Ensure subcontractors are abiding by contract terms
- Manage a CHIRLA’s subcontracts, including the review process, negotiation and execution of contracts, and closeouts
- Develop strategies and policies for negotiating subcontracts
- Examine and evaluate the terms of new contracts and proposals for changes to contracts.
- Assists Associate Director in updating and maintaining a system for identifying and reporting program compliance issues, complaints, concerns, questions, resolution, and follow-up.
- Draft and coordinate responses to identified compliance questions, concerns or federal/state inquiries or investigations, including audits
- Draft, update, and implement compliance program policies
- Represent the Associate Director of Legal Services at meetings and committees
• Maintain and create a program dashboard. Prepare narrative reports for the Associate Director of Legal Services with data
• Provide focused in-service education and training to various departments upon request
• Develop and maintain positive relationships with funding agencies, program officers, collaborating organizations, and internal departments
• Additional duties as assigned to support the mission of the organization

SKILLS AND QUALIFICATIONS:

• Bachelor’s degree required, Master’s degree preferred
• A high level of integrity and the ability to maintain confidentiality
• Ability to have positive working relationships with staff, members and allies
• Ability to work effectively under pressure with last minute deadlines
• Experience: 2+ years of experience in compliance, auditing, quality control or finance preferred
• Exceptional skill in comprehension, analysis, and technical writing, including the ability to articulate and explain complex funding and financial issues in a clear, non-technical manner
• Experience in systems & data management
• Demonstrated commitment to public service, immigration defense, as well as to working with clients from poor communities
• Experience collaborating with community organizations in local geographic area
• General knowledge of immigration law
• Highly self-motivated, creative, takes initiative, ability to learn quickly, flexible and able to work as part of an interdisciplinary team of advocates
• Must be flexible to work early morning, evenings and Saturdays during clinical/consultations times as needed
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• Must be organized and able to work under pressure and within tight deadlines. Must be able to work efficiently and manage multiple projects at once, which may be at different stages of design and execution
• Proactive nature in using technology and systems to maximize efficiencies with tasks
• Spanish fluency is required as the job requires extensive legal counseling and representation in the Spanish language
• Strong commitment to CHIRLA’s mission of empowering low-income community groups
• Strong interpersonal skills, including the ability to successfully relate to community residents
• Strong oral and written advocacy skills and excellent organizational skills as well as the ability to work and problem-solve under pressure
• Support CHIRLA’s fundraising goals including annual fundraising drive and GALA activities

To apply, submit cover letter, resume and references to: jobs@chirla.org
Subject Line should read: Subcontractor Administrator