



COMMUNITY LEGAL SERVICES IN EAST PALO ALTO

JOB ANNOUNCEMENT: DIRECTOR OF THE IMMIGRATION PROGRAM *Applications accepted on a rolling basis; Position Available Immediately*

ABOUT THE ORGANIZATION

Community Legal Services in East Palo Alto (CLSEPA), a non-profit organization, offers legal services that improve the lives of low-income families in East Palo Alto and beyond. We specialize in immigration, housing, and economic advancement. Our legal advocates work side-by-side with low-income communities to bring about lasting change.

We are among the largest, non-profit immigration providers in our region. Each year, over 3,500 immigrants benefit from our immigration services, which include presentations, clinics, workshops, social work services, and legal representation in administrative and court proceedings. We also have an immigrants' rights practice that is engaged in policy advocacy and litigation to challenge abusive and unlawful practices.

ABOUT THE POSITION

The Immigration Program Director will oversee a team of 20 attorneys, fellows, paralegals, and a social worker who are spread across multiple offices. The Immigration Program Director will lead the program's strategic visioning, planning, management, and evaluation. The ideal candidate will be both a visionary leader and a collaborative team-builder.

A law degree is not required for this position, given that the Immigration Program Director is not expected to maintain a docket of cases. The Immigration Program Director is a member of CLSEPA's Management Team and reports to the Executive Director. The position requires frequent travel between CLSEPA's offices, including our current offices in East Palo Alto, Menlo Park, Burlingame, San Francisco, Redwood City and Mountain View.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee strategic direction of the immigration program, including evaluation of current work, alignment with the agency's mission and other programs, development of future priorities, and implementation of best practices;
2. Oversee supervision, mentorship, and professional development of the entire immigration team and foster an inclusive, collaborative, and supportive work culture;
3. Lead the immigration program's fundraising, including identifying new funding opportunities, cultivating and stewarding funders, and overseeing the program's management of grants and contracts;
4. Ensure that CLSEPA maintains strong relationship with external stakeholders, including government agencies and officials, community-based organizations, educational institutions, non-profit legal services providers, law firms and corporate volunteers, media outlets, and other key institutions; and
5. Represent CLSEPA at conferences, coalitions, meetings, trainings and community events.

KNOWLEDGE, SKILLS AND ABILITIES

1. Expertise and experience working on issues of concern to immigrant communities;
2. Demonstrated commitment to serving low-income populations and communities of color;
3. Excellent leadership and managerial skills, including the ability to engage in strategic thinking, work effectively in collaboration with a diverse group of stakeholders, be a clear and thoughtful decision maker, be a proactive and engaged supervisor, and inspire confidence in others; and
4. Excellent listening, communication, and persuasion skills.
5. Experience with fundraising, including foundation grants and/or government contracts, is a plus.



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Salary: Commensurate with experience. Competitive benefits package.

To Apply: Please send resume, cover letter, writing sample, and list of three references to Human Resources, Community Legal Services in East Palo Alto, 1861 Bay Rd., East Palo Alto CA 94303 or email jobs@clsepa.org with “Director, Immigration Program” in the subject heading. No calls please. **In your cover letter, please address the following in order for your application to be considered.** CLSEPA’s clientele is extremely diverse, and the majority of our clients are low income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued. ***How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff?*** Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

CLSEPA is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation, pregnancy-and childbirth-related medical conditions), sexual orientation, national origin, ancestry, age, uniform-service member/veteran status, marital status, medical condition, physical or mental disability, taking/requesting statutorily protected leave, or any other basis protected by law.