



COMMUNITY
LEGAL SERVICES
IN EAST PALO ALTO

JOB ANNOUNCEMENT: DEPUTY DIRECTOR

Office Location: Menlo Park

Position is open until filled

Community Legal Services in East Palo Alto, a non-profit organization, offers legal services that improve the lives of low-income families in East Palo Alto and beyond. We specialize in housing, immigration, employment, re-entry and consumer law. We combine policy, advocacy and impact litigation with direct legal services. The Deputy Director oversees our HR, operations, development and communications, pro bono program, risk management and IT. The Deputy Director also leads key projects, including strategic plan implementation and our inclusion, diversity, equity, and accessibility initiatives. The Deputy Director is a member of the Management Team, reports to the Executive Director, and works closely with the Board of Directors. A law degree is not required, given that the Deputy Director is not expected to maintain a docket of cases.

Essential Duties and Responsibilities

1. Oversee development and implementation of agency policies and practices, ensuring that they reflect the best practices for fostering an inclusive, collaborative, and supportive work culture.
2. Lead organization-wide projects, including projects related to the implementation and updating of the agency's strategic plan and the agency's IDEA (Inclusion, Diversity, Equity, and Accessibility) Committee.
3. Supervise Human Resources Manager, who manages employee recruitment, orientation, benefits, and evaluation and HR inquiries/needs.
4. Supervise Operations Manager, who oversees reception, staff support, supplies, equipment, meetings, phone system, furniture, and needed repairs.
5. Supervise Development and Communications Manager, who manages the agency's fundraising and communications strategy.
6. Supervise the Pro Bono Manager, who manages the agency's pro bono relationships and the recruitment, training, and mentoring of volunteers and placement of cases.
7. Oversee risk management, including ensuring compliance with relevant laws, board policies and funding requirements, reviewing contracts, and ensuring proper levels of insurance coverage.
8. Work with IT consultant to support infrastructure, including hardware, software, network, email, troubleshooting, repairs, and recommendations on purchases.
9. Support the work of designated board committees, including the Strategic Planning and Fundraising Committees.

Knowledge, Skills, & Abilities

1. 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
2. Excellent listening and communication skills
3. Commitment to serving low-income and under-served communities
4. Position requires participation in occasional weekend and evening events and meetings

Salary: \$90,000 or higher (depending on experience). Benefits include medical, vision, dental, life and disability insurance, and paid leave. CLSEPA also offers a flexible spending plan, for qualified health and child care expenditures.

To Apply: Please email resume, cover letter, and a list of three references (including at least one reference who you have supervised or managed) to jobs@clsepa.org with "Deputy Director" in the subject heading. No calls please. **In your cover letter, please address the following in order for your application to be considered.** Our 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.

We are 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.