



COMMUNITY
LEGAL SERVICES
IN EAST PALO ALTO

Director of Programs

at Community Legal Services in East Palo Alto

Community Legal Services in East Palo Alto (CLSEPA) is a non-profit organization founded in 2002 by community leaders. Our mission is to provide transformative legal services that enable diverse communities in East Palo Alto and beyond to achieve a secure and thriving future. We serve low-income and working-class populations, predominantly communities of color in the areas of immigration, housing, employment, and reentry law. We maximize our impact by coupling direct services with community education, technical assistance, and policy advocacy.

Our Values

We value *Service, Equity, Humility, and Inclusion* and practice:

- Working towards our mission in concert with colleagues, our clients, and community. We recognize that people come to us as whole beings. Service is inherent in treating others the way you want to be treated and recognizing we all have the power to create change.
- Acknowledging, addressing, and reducing harm that results from inequities in society and within our own organization. Working for equity involves decreasing systematic mistreatment and barriers created by systems of social inequality. It also involves working towards increasing shared access to power, privilege, and resources in the community and within the workplace
- Understanding that learning is a life-long process, and we can learn from non-traditional sources, like clients and each other. Humility is listening with active curiosity and thinking about your own reactions and judgments. Humility is appreciating other identities, expressions, behaviors and ways of being and doing that are different from your own.
- Creating an environment where everyone, including those who have been historically excluded, is valued, able to participate fully, and have a voice.

The success of our mission is dependent on building and maintaining an organization that includes people from diverse backgrounds and experiences who can challenge each other's assumptions with new perspectives. To that end, we look for a diverse pool of applicants including those from historically marginalized groups — women, people with disabilities, people of color, formerly incarcerated people, people who are lesbian, gay, bisexual, transgender, and/or gender nonconforming, first- and second-generation immigrants, veterans, and people from different socioeconomic backgrounds.

Location

CLSEPA is a hybrid workplace. Most CLSEPA employees work remotely with some in-office presence due to their clients' needs, personal preference, or other work-related needs. Employees are expected to reside in California and at a distance allowing them to commute to their physical CLSEPA base location or other service delivery locations as needed and in compliance with public health advisories.

This position will require in person presence for meetings with direct reports (some of whom are required to work in the office daily), team gatherings, or all-staff gatherings (frequency is approximately once or twice a month).

The Director of Programs (DoP) is a hands-on leader and member of the executive management team. They are responsible for leading the programmatic strategic visioning, planning, management, and evaluation. They catalyze fund development by strategizing and collaborating on opportunities, presenting to funders, and drafting funding proposals in partnership with the programs and the Development team. They are a visionary leader and collaborative team-builder, and they oversee the managing program staff.

This is a full-time position that reports to the Executive Director. The DoP will supervise the lead managing attorneys of CLSEPA's three program teams, as well as the staff who work with all program teams.

You will:

- Establish the strategic direction of the legal work of the organization, including direct services, litigation, advocacy, and outreach work, in collaboration with other senior leaders, and lead efforts to implement the organization's strategic plan and intended impact.
- Collaborate with the Development team, Director of Pro Bono, and Lead Managing Attorneys to drive fund development by strategizing on opportunities, presenting to funders, and drafting funding proposals.
- Ensure programmatic deliverables and desired impacts are tracked and met, working closely with the lead managing attorneys.
- Be a spokesperson on behalf of our organization's legal work (litigation, advocacy, and other legal services).
- Supervise Lead Managing Attorneys (3), providing regular feedback, guiding professional development, and conducting performance reviews.
- Supervise and establish a management structure for program staff who support all programs (including client services specialists (2), and social worker).

You have:

- Membership in good standing in any state bar association degree (required).
- 8+ years of post-law school legal experience.
- Demonstrated management and leadership experience.
- Prior experience working in and with the populations CLSEPA services, including immigrant, formerly incarcerated, and low wage worker communities.
- Willingness to implement processes and develop policies.
- Commitment to the development and growth of direct reports.
- Demonstrated ability to work cooperatively with others, both within the organization and in the community.
- Commitment to the mission and core values of CLSEPA; and

- Excellent written and oral communication skills.

Benefits and Perks

In addition to a competitive compensation package (starting salary \$125,000-\$145,000, DOE), we offer competitive benefits, including health insurance, generous PTO and a 403(b).

To promote and support financial wellness, CLSEPA pays state bar dues, malpractice insurance, Health Care FSA, and Dependent Care FSA. This position qualifies for Public Service Loan Forgiveness.

Application Process

Applicants are encouraged to apply as soon as possible by visiting the [Director of Programs Application](#).

Proof of completed COVID-19 vaccination, including eligible booster(s), will be required for all employees (except for reasonable accommodations due to medical or religious beliefs).

CLSEPA is an equal opportunity 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.

Physical requirements: Prolonged periods of concentration while sitting at a desk and working on a computer and may require lifting boxes.