



CASA CORNELIA
LAW CENTER

Job Announcement: Director of Legal Support and Strategy

The Firm:

Casa Cornelia Law Center is a public interest law firm providing quality *pro bono* legal services to victims of human and civil rights violations with a primary commitment to the indigent within the immigrant community in Southern California. Our legal services include representation to those in removal proceedings or seeking affirmative immigration relief including asylum seekers, abused and abandoned children, and immigrant victims of domestic violence, human trafficking, and other serious crimes who are eligible under U.S. law. CCLC provides *pro bono* representation through its staff and the support of volunteers, such as private attorneys, law students, and interpreters/translators under the mentorship of CCLC attorneys.

The Position:

The Director of Legal Support and Strategy (“DLSS”), an attorney, is a manager focused on the creation, sustainability, and development of programs supporting the legal work of the firm. The DLSS ensures the necessary programmatic support for execution of the firm’s mission and vision consistent with the directives of the Board of Directors under the direction and supervision of the Executive Director. The DLSS oversees the firm’s *pro bono* program for attorneys and law graduates, internship program for students, the volunteer interpreter and translator program, the client support services program, data collection and maintenance, and supervises the relevant senior staff and contractors.

Appointment, Accountability, and Succession:

The firm is governed by a Board of Directors and managed by a team of professionals led by the Executive Director (“the leadership team”). The DLSS is hired by the Executive Director and is accountable to the Executive Director. The DLSS is a member of the leadership team, attends periodic meetings of the leadership team, and meets regularly with the Executive Director. During a vacancy, the Legal Director shall temporarily assume the responsibilities of the DLSS.

Primary responsibilities:

The DLSS will discharge the responsibilities of the position by:

- a) ensuring that individual clients are treated with dignity and are fully apprised of their legal rights and situation;
- b) recognizing the vulnerability of the immigrant population, especially those in proceedings or detention, and accommodating for cultural diversity;
- c) overseeing the firm’s *pro bono* program for attorneys and law graduates, internship program for students, the volunteer interpreter and translator program, the client support services program, and data collection and maintenance;
- d) developing and supporting programs to address the changing needs of the client population;
- e) collaborating with management team members to ensure the development and implementation of professional development programs for all staff;
- f) arranging work responsibilities commensurate with the qualifications and professional training of staff;



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- g) supervising the work of members of staff to ensure the timely promotion, accomplishment and evaluation of goals and objectives of the support programs;
- h) planning for the immediate and long-term staffing of the law center, with the Legal and Executive Directors;
- i) participating in recruitment efforts and training events for volunteers;
- j) conducting periodic meetings with the Legal Director to provide managerial information, obtain program feedback, and provide planning and other relevant information;
- k) providing leadership and guidance in filling gaps in legal representation, especially in urgent situations;
- l) providing high-quality, direct representation of a limited number of client selected from all legal programs;
- m) mentoring a limited number of volunteer attorneys selected from all legal programs;
- n) cooperating with and participating in fundraising by providing statistics and information to the Development Office;
- o) contributing to the preparation of grant proposals and reports as requested by Executive Director;
- p) participating in legal and community outreach to further positive collaboration and good will towards Casa Cornelia;
- q) participating in the firm's strategic planning and an active member of the leadership management team;
- r) preparing for approval and thereafter executing, in conjunction with the Legal Director, the Philanthropy Director, and the Finance and Administration Director, the firm's Mission Effectiveness Review and Strategic Plan;
- s) assuming the responsibilities of the Legal Director during the vacancy of that position; and,
- t) assuming responsibility for tasks as assigned by the Executive Director.

Supervisory Responsibilities:

The DLSS directly supervises the work of:

- a) The Pro Bono Program Director;
- b) The Support Services Coordinator;
- c) The Volunteer and Interpreter Program Coordinator; and,
- d) The Information Systems Administrator.

The DLSS also assumes the supervisory responsibilities of the Legal Director during the vacancy of the position.

Qualifications:

The following are required for appointment as the DLSS:

- a) A commitment to social justice and the mission of Casa Cornelia;
- b) A Juris Doctorate degree from an ABA-Accredited law school;
- c) A license to practice law in a state or jurisdiction of the United States and being in good standing with the relevant licensing authority;
- d) Five years practicing law;



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- e) Supervisory experience and experience working in a not-for-profit organization;
- f) Strong writing skills and the ability to prepare persuasive and thoughtful legal documents;
- g) Demonstrated scholastic aptitude or history of publication;
- h) Strong leadership skills and ability to exercise good judgment, discretion, and diplomacy;
- i) Exceptional communication skills including public speaking;
- j) Willingness to work in a fast-paced, collaborative, and detail-oriented environment; and,
- k) A demonstrated commitment to serving indigent populations through public interest law.

Candidates for the position of DLSS with the following additional qualifications will be given priority:

- a) A license to practice law in the State of California;
- b) Knowledge of immigration law;
- c) A Master of Social Work degree from an accredited university;
- d) History of legal or social services program development, implementation, and management;
- e) Experience training and mentoring staff and volunteers;
- f) Experience working with a Board of Directors;
- g) Experience supporting development operations in a not-for-profit;
- h) History of organizational strategic planning and program/project implementation; and,
- i) Fluency in a foreign language regularly spoken by the firm's clients.

This is a full-time position. Competitive salary commensurate with education and experience. This position is eligible for benefits including medical, vision, dental, life, and long-term disability insurance. Additionally, the candidate will qualify for paid and sick time off, twelve paid holidays, retirement plan, and a rewarding and professional work environment.

APPLICATION DEADLINE: Applications will be accepted until the position is filled.

START DATE: December 2, 2019 or sooner.

TO APPLY: Email your (1) cover letter of interest, (2) resume, and (3) three references to: Applications@CasaCornelia.org. Please see our website located at www.CasaCornelia.org to learn more about Casa Cornelia's work.

Casa Cornelia Law Center provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.