



CASA CORNELIA  
LAW CENTER

## **Job Announcement** **Program Operations Director**

Casa Cornelia Law Center (CCLC) 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 support of volunteers, such as private attorneys, law students and interpreters/translators under the mentorship of CCLC attorneys.

**Job Description:** The Program Operations Director (“POD”) is a manager focused on program sustainability, development, and creation of programs designed to support the work of the firm. The PD ensures that necessary support programs are examined, planned, and executed in furtherance 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 PD 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, and data collection and maintenance, and supervises the relevant senior staff, reception and contractors.

**Qualifications:** The following are required for appointment as the PD:

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

Candidates for the position of PD with the following additional qualifications preferred:

- a) A license to practice law in the State of California;
- b) A Master of Social Work degree from an accredited university;
- c) Knowledge of immigration law;
- d) History of legal or social services program development, implementation, and leadership;



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- 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:** Immediately.

**TO APPLY:** Email your (1) Cover Letter of Interest, (2) Resume and (3) Please provide three References to: [Applications@CasaCornelia.org](mailto:Applications@CasaCornelia.org). Please see our website located at [www.CasaCornelia.org](http://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.*