

Job Title	Legal Services Director
Employer/ Agency	Houston Immigration Legal Services Collaborative
Job Description	<p>Responsible for providing strategic leadership in building the capacity of Houston’s immigration legal services providers, including mentoring new organizations and their staff.</p> <p>Perform all duties in a manner consistent with the high standards of the nonprofit community.</p> <p>Work with the Executive Director and the Executive Committee to implement the HILSC Community Plan as well as continue to establish long-range goals, strategies, plans and policies.</p> <p>Program Development:</p> <ul style="list-style-type: none"> • Build and maintain knowledge about community and national issues and trends that impact the work of HILSC. • Identify key legal issues that require HILSC’s attention and help the Executive Director to implement strategies with member organizations. • Assist the Executive Director in setting the vision and strategic planning for HILSC. <p>Administrative Responsibilities:</p> <ul style="list-style-type: none"> • Assist with HILSC membership process, including vetting new members. • Collect and maintain data and other information about HILSC legal services members.
Qualifications	<p>Experiential Qualifications:</p> <p>Candidate should be a licensed attorney with experience practicing humanitarian immigration law (e.g. citizenship, deferred action, humanitarian visas, asylum, etc.) and who has experience with:</p> <ul style="list-style-type: none"> • Non-profit organizations and organizational best-practices. • The BIA’s Recognition & Accreditation program. • Areas of immigration law that is particularly urgent in Houston (e.g. DACA/DAPA, asylum law, etc.) • Providing mentorship and/or coaching to individuals and/or organizations. • Being both “big-picture” and detail oriented. <p>A license to practice law (in good standing) in any state, or the District of Columbia is required. Spanish fluency is a plus.</p> <p>Personal qualifications & knowledge:</p>

	<p>The ideal candidate is an energetic, forward-thinking and creative individual with high ethical standards and professional image who is able to:</p> <ul style="list-style-type: none"> • Relate to people at all levels of an organization. • Make sound judgments. • Read, analyze and interpret complex documents. • Respond effectively to sensitive inquiries or complaints • Demonstrate principles of good communication and interpersonal skills. • Facilitate collaborative success while promoting member agency work. • Maintain updated knowledge of pertinent federal, state and local laws, ordinances, rules and regulations. • Be a systems-level thinker.
Salary/Hours	<p>This is a part-time, contract position, with possibility of moving to full-time.</p> <ul style="list-style-type: none"> • Ideal start date is August 15, 2016.
Employer/Agency	
Address	
City, State, Zip	
Contact Person	
Contact Title	
Telephone Number	
Fax Number	
Email Address	
Application Method	<p>Email a current resume and cover letter to kate@houstonimmigration.org by July 22, 2016.</p>
Opening Date	

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.