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Position Description – Executive Director

Function: Lead La Posada Immigrant Aid in fulfilling its mission to serve the Elkhart County immigrant community.

Lead and direct the work of La Posada Immigrant Aid and represent La Posada in the community, including raising money.

FTE: 0.5 to 1.0 - Full-time or Part-time

Supervised by/reports to: Executive Committee of the Board of Directors

Responsibilities

CLIENT SERVICES

- A. Participate in La Posada team planning and reporting.
- B. Meet with the legal services staff regularly.
- C. Maintain a current knowledge of legal trends and changes.
- D. Manage client scheduling and office services to serve clients.

BOARD RELATIONS

- E. Attend board meetings and provide reports of the organization's activity, progress towards goals, and deficiencies.
- F. Assist the board in creating and maintaining policies and ensure that policies are followed by all staff and volunteers.
- G. Create and implement procedures to carry out the mission of the organization using best practices and following all laws and regulations.
- H. Keep the board president and executive committee informed of all significant issues and decisions.

PUBLIC RELATIONS

- I. Represent the organization in public and private meetings as needed to further the goals of the organization.
- J. Participate in the fundraising committee and make fundraising contacts as needed.
- K. Assure that organization communications are consistent and reflect the values of the organization.

- L. Participate in developing and implementing a communication plan for the organization.
- M. Participate in local and regional peer groups for immigration legal aid.

STAFF SUPERVISION

- N. Supervise all staff, assign responsibilities, monitor and evaluate staff performance, support staff success, and encourage creativity and initiative.
- O. Advertise for additional employees as directed by the board, screening candidates and arranging interviews with qualified candidates for the board personnel committee.

ORGANIZATION ADVANCEMENT

- P. Work with board members and CLINIC staff to maintain CLINIC membership and DOJ accreditation as a legal services provider.
- Q. Assure that the organization has the needed office legal systems, procedures, and forms including legal services software and a law library following accreditation requirements.
- R. Nurture professional, personal, and spiritual development and demonstrate Christian commitment and the spirit of La Posada to coworkers and clients.
- S. Demonstrate commitment to La Posada's goals of anti-racist action.

Organizational Fit

This representative of La Posada, an Anabaptist faith-based Immigrant Aid organization, will be convinced that God's love embraces all peoples and cultures, is committed to working for peace and justice, and has a passion for the rights of people who need to navigate the legal system to make their home in the U.S.

Qualifications

- A. Significant experience in organizational leadership, public relations, and fundraising.
- B. Strong advocacy, research, and writing skills; high-level attention to detail; and strong academic credentials.
- C. The ability to speak and write in Spanish is highly recommended.
- D. Ability to work independently, proactively, and with minimal supervision.
- E. Able to be present in the office at least 30 hours per week.
- F. Sensitive, compassionate, and positive; ability to relate well to people and listen perceptively.
- G. Some travel may be required for training.
- H. Computer skills – proficiency with word processing
- I. Willingness to be flexible in work schedule, giving extra time when needed.

ADVERTISEMENT

La Posada Immigrant Aid, a nonprofit organization based in Elkhart Indiana focusing on acquiring immigration documentation required to have legal status, is looking for an Executive Director to lead the organization. Spanish and English fluency are recommended. Go to <https://www.laposadaaid.com/> for a complete position description. For more information call 574-931-4228. To apply, please submit a resume and cover letter to office@laposadaaid.com. Some remote work is possible. Competitive salary commensurate with experience and qualifications.