



**CATHOLIC CHARITIES, ARCHDIOCESE OF SAN ANTONIO, INC.
JOB DESCRIPTION**

Caritas Legal Services Senior Director

PROGRAM: Caritas Legal Services
POSITION: Legal Services Senior Director
REPORTS TO: Vice President of Programs
STATUS: Exempt/Salary

GENERAL SUMMARY: Under the general direction of the Vice President of Programs, the Legal Services Senior Director is responsible for fiscal and programmatic oversight, including budget management, staff supervision, capacity-building, grants/contract compliance, and performance management to ensure delivery of high-quality, low-cost legal services to residents in the greater San Antonio area.

ESSENTIAL FUNCTIONS:

Administration:

- Develop and maintain a productive work environment and manage administrative functions
- Develop and maintain program budget in consultation with necessary positions
- Responsible for on-going monitoring of program budgets and expenses, including budget revisions when appropriate
- Ensure program compliance with policies, procedures, and performance outcomes established by funders, accrediting bodies, and Catholic Charities.
- Prepare performance, fiscal, and statistical reports for necessary positions, funding sources, and other external stakeholders
- Attend meetings with internal and external stakeholders

Program Management:

- Oversee day-to-day legal operations of Caritas Legal Services
- Expand current immigration/refugee, civil, and probate legal services
- Recruit, retain, and provide supervision to a qualified and committed legal and paraprofessional support staff training and development
- Recruit and maintain volunteers, interns, and pro bono attorneys
- Develop program-wide and individualized work plans and training plans to ensure high-quality service delivery and to develop staff competencies
- Ensure maintenance of confidential files and record-keeping systems.
- Identify, gather and analyze data relative to local trends, and legal needs of the community
- Develop and monitor systems for efficient workflow and financial tracking
- Prepare grant applications and implement grant-funded projects
- Enhance management and leadership skills through participation in meetings, seminars, and conferences
- Develop partnerships with external stakeholders to increase agency capacity to deliver low-cost legal services
- Contribute to the development of new legal aid initiatives for the program and agency

- Other duties as assigned

Outreach/Relationships:

- Represent Catholic Charities in an appropriate and professional manner to external stakeholders
- Develop and maintain contacts with stakeholders in the social service and legal communities
- Develop and maintain relationship with funders, non-governmental, and governmental entities
- Establish and implement aggressive outreach strategies with all Archdiocesan parishes
- Conduct presentations in a variety of community settings
- Participate in legal-oriented committees/coalitions as appropriate

Supervisory Responsibilities:

- Directly supervise Director of Immigration Legal Services and Director of Family Legal Services programs
- Direct, train and evaluate staff performance
- Ensure staff compliance with program policies and procedures
- Ensure successful recruitment of volunteers, interns, and pro bono attorneys
- Facilitate the development of marketing/educational materials and their circulation to community agencies, churches, and potential clients
- Advocate for the legal rights of immigrants, refugees, victims of domestic violence, crime victims, the elderly, the disabled, and other vulnerable communities

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong interpersonal, communication, administrative, and management skills
- Strong organizational and time management skills
- Proficiency in Microsoft Office programs (Word, Excel, PowerPoint, & Publisher)
- Strong problem-solving and decision-making abilities;
- Ability to work without close supervision;
- Must be flexible, self-directed, and goal-oriented;
- Must handle multiple projects simultaneously and meet multiple deadlines
- Knowledge/experience working in a social service setting strongly preferred
- Knowledge of/experience in working with immigration, civil, and probate law preferred
- Ability to work in a culturally sensitive manner with people of various backgrounds
- Ability to maintain appropriate ethical boundaries and professional relationships
- Ability to drive and maintain appropriate personal transportation, clean driving record and current vehicle liability insurance
- Bilingual (English/Spanish) preferred

QUALIFICATIONS AND EXPERIENCE:

Candidates with a MBA, MPA, or JD preferred. Minimum three (3) years of relevant program administration experiences in a legal or social service setting preferred. Knowledge/experience in immigration, civil, or probate law preferred.

WORKING ENVIRONMENT:

- Ability to work under pressure to meet organizational needs and other deadlines.
- Ability and willingness to work many evenings and/or weekend hours as needed.
- At times, may be sedentary, may stand or walk 50% or more of the workday.
- May bend, twist, and stoop during the workday.
- May be required to lift up to 25 lbs.

***Disclaimer:** This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job description or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, etc.)*

Interested candidates should apply online at www.ccaosa.org/employment-2/