

## **Position: Deputy Director, Valley Immigrant Advocates**

This position is on-site at VIA's office in Ottawa, IL. It is not a virtual employment position and requires some travel in the employee's own vehicle. Occasional evenings and weekends required.

Reporting to the executive director (ED), the Deputy Director will have both internal and external responsibilities, ranging from managing a personal caseload of clients to administrative duties, including client and program management, office procedures, grant reporting, grant writing, mentoring and career progression of staff. The Deputy Director will work closely with the ED to plan VIA's future growth and sustainability. It is intended to be a path to succeed the Executive Director of VIA.

**Valley Immigrant Advocates (VIA)** is an immigration legal services office created to provide all types of direct immigration legal services to those immigrants in our communities who cannot afford private attorneys. VIA's work also education and outreach to immigrant communities and local service providers, and community education on immigration issues. We are a nonprofit organization, created in 2020, staffed by committed professionals.

**Salary:** \$85,000-\$97,000 per year, depending on experience and preferred qualifications.

**Benefits:** Liberal paid time off, paid CLE and malpractice coverage. Other benefits, including health insurance, can be negotiated, depending on needs of applicant.

### **Duties and Responsibilities:**

- Provide competent legal representation before USCIS and EOIR in all areas of immigration legal practice, from screening through case preparation, filing and in-court representation, and follow-up.
- Keep abreast of changes in immigration law and procedures through continuing education and research.
- Make referrals as necessary for immigration and other legal services for qualifying clients whose needs exceed the scope of VIA's mission.
- Maintain comprehensive up-to-date notes of client contact, indicating date, topic, and resolution in the client file, per VIA's procedures and funding agency requirements, and notify client of all activity regarding their case in a timely manner.
- Actively participate in case review and other meetings needed to provide excellent service to all clients.
- Attend and participate in required educational programs and staff meetings.
- Provide support to the ED in developing and managing a fiscal budget that is sustainable and fiscally responsible.
- Ensure sound management of grant deliverables, including internal controls, audits, and internal and external reporting.
- Ensure ongoing programmatic excellence, program evaluation, and consistent quality of VIA's legal services delivery.
- Assist the ED in the oversight of the annual cycle of grants management and administration, including grant writing and submissions, and reporting.
- Support the ED in training, and developing a talented staff of employees.
- Support the ED in cultivating productive relationships, partnerships, and coalitions with key stakeholders including immigrant communities, donors, grant makers, elected officials, and the local business community, to facilitate strategic collaborations, effective advocacy, and sustainable operations.
- Support the ED in outreach efforts in professional, culturally appropriate English and Spanish—website, social media, print materials. Perform other duties as assigned.

### **Essential Knowledge and Skills:**

- JD degree and, at a minimum, two or more years practicing immigration law.
- Be a member in good standing of the Illinois Bar or a member in good standing of another state bar.

- Management and personnel supervisory experience is strongly preferred.
- Bilingual in English and Spanish **very strongly** preferred.
- Excellent analytical, writing, and verbal skills, including the ability to speak in public, interact with and motivate staff and community leaders, and write content for program materials.
- Ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds. Experience and success in community building, program coordination and project management, grants management, and budgeting strongly preferred.

To apply, inquire by email at [jxbreslin@valleyimmigrant.org](mailto:jxbreslin@valleyimmigrant.org). Reference “employment” in the subject line. Attach a current resume. (.doc or .pdf) to the email. A writing sample is additionally useful.

**Valley Immigrant Advocates** is an equal opportunity employer and does not discriminate in hiring or employment based on race, sex, color, religion, national origin, age, ancestry, marital status, sexual orientation, or any other legally protected status.

**Start Date:** Applications will be reviewed on a rolling basis.

**Full-time position:** This is a full-time salaried top-level management position in this organization, so it will require schedule flexibility. It is a FLSA exempt position and is not a 40 hour/week position. It will require occasional weekend and evening hours.

While continuation of this position is expected for years to come, all VIA’s positions are contingent upon grant funding and are at-will employment.