

<b>Job Title</b>	Director – Legal Initiatives
<b>PVN ID</b>	VA-1905-003084
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	MOIA
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 10, 2019 (Or Until Filled)

## General Description

The Legal Initiatives program at the Mayor's Office of Immigrant Affairs manage and promotes innovative access to justice programs for immigrants, advocates for changes with respect to the City's immigration legal services funding and programming, and shares best practices on local government investments in immigration legal services with sister cities and municipalities.

### Position Description

The City University of New York (CUNY), in partnership with the Mayor's Office of Immigrant Affairs (MOIA), is hiring a Director to oversee the strategy and implementation of legal initiatives including ActionNYC, a community-based immigration legal services program that provides services at the neighborhood level, in DOE schools, and at H+H facilities, and NYCitizenship, a program which brings citizenship services to New York City public libraries.

### Responsibilities

Major responsibilities of the Director include, but are not limited to:

- Provide direction and oversight of the implementation of ActionNYC and NYCitizenship, including ensuring compliance with key goals;
- Manage procurement processes and logistics across programs, in partnership with key internal stakeholders and other city agencies;
- Oversee budgets and spending across programs, working with various city agencies and partners to track expenditures and produce quarterly reports;
- Manage key relationships with various program partners, including community-based organizations and legal services providers;
- Determine strategic growth of legal initiatives programs in collaboration with intergovernmental and external partners;
- Ensure program alignment with broader administration goals related to immigration legal services;
- Supervise the Legal Initiatives program team which currently includes 4+ full-time staff, to ensure

- successful delivery and fulfillment of program objectives and outcomes;
- Represent legal initiatives programs at relevant events as needed; and

## Other Duties

---

Work closely with the Executive Director of Programs on advocacy for immigration legal

## Qualifications

---

Must have a proven record of initiating and managing complex, interdisciplinary projects involving multiple constituents. Must have extensive experience mediating among groups with competing perspectives, overseeing project implementation, and pioneering innovative solutions to intricate problems. Other requirements include:

- A bachelor's degree from an accredited institution;
- At least seven (7) to ten (10) years of professional experience in a relevant field;
- Experience managing immigration legal services programs in the nonprofit or public sector;
- Ability and experience working with diverse individuals and communities, including experience with immigrant populations that make up the program's target constituency;
- Strategic thinker with an ability to identify innovative solutions to challenges;
- Experience supervising multiple individuals across different content areas;
- Ability to juggle multiple priorities;
- Demonstrated project management skills;
- Strong quantitative skills, including financial and data analysis;
- Excellent written, verbal, and interpersonal communication skills;
- Comfortable in a high-pressure, intense, start-up working environment;
- Availability to work flexible hours and occasional weekends; and
- Advanced knowledge of MS Office (i.e., Microsoft Word, Excel, PowerPoint).

**Compensation:** Salary commensurate with experience.

The Research Foundation of the City University of New York is an Equal Opportunity Employer. To apply, submit cover letter, resume and three.