

## Director, Immigration Legal Services and Social Services

### About Canal Alliance

Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment. We believe everyone has the right to achieve their dreams. Every day, we educate, empower, support, and partner with motivated immigrants to best meet their unique needs—from putting food on the table, to becoming U.S. citizens, to learning English, to graduating from college. Because when we support immigrants, Marin becomes a place where everyone can live, work, and succeed.

### Position Summary:

The Director of Immigration Legal Services and Social Services is responsible for the management and administration of the immigration legal services (ILS) and social services programs. The director provides strategic direction for the programs, oversees department staffing to ensure effective delivery of services, and monitors adherence to all policies and required procedures.

### Essential Functions:

#### **Program Leadership: ILS and Social Services:**

- Supervise the ILS and Social Services teams and foster an environment of mutual collaboration within the departments.
- Ensure program sustainability and expansion, as feasible.
- Oversee the implementation of the strategic plan as it relates to ILS and Social Services.
- At a high leadership level, work with senior managers to implement and enforce department policies and procedures
- Maintain financial controls.
- Serve as the face and voice of these two programs in the community at large and within the leadership team at Canal Alliance
- Leads collaboratively and in partnership with program Senior Managers
- Assist in researching and identifying unmet needs and gaps in providing human and legal services to Canal residents.
- Maintain relationships with mission-aligned agencies providing service to Canal residents, and collaborate with them to meet clients' needs.
- Oversee the development of community education presentations and assist with the preparation of community outreach materials.
- Represent Canal Alliance before local agencies and community partners and as a participant in mission-aligned coalitions and meetings as schedule allows.
- Maintain records and data for evaluation purposes; provide leadership for the customization of the Salesforce system.

#### **Agency Leadership:**

- Serve on Leadership Team of the agency, collaborating with peers to set and communicate strategic direction for the agency and build a culture of trust.
- Collaborate with the development team in identifying, strategizing, and securing new funding; ensure accurate and timely grant reporting and renewal efforts.
- Fundraising for programs
- Other duties as assigned by supervisor.

91 Larkspur Street  
San Rafael, CA 94901  
415.454.2640

[Canalalliance.org](http://Canalalliance.org)

**Education and Experience:**

- 5-7 years of experience as a program director with strong leadership skills
- Bachelor's degree in a related field or equivalent experience.
- Plus, but not required: Master's degree in a related field
- Plus, but not required: Spanish language fluency, oral and written
- Plus, but not required: Salesforce experience
- Plus: Background in and passion for immigrant rights issues

**Knowledge, skills, and abilities:**

- Experience working with staff to develop strategic program priorities.
- Experience in program design, implementation, and evaluation
- Superb relationship skills to work with Community Based Organizations, city partners, funders, and effectively communicate on behalf of Canal Alliance around matters of strategy, programming, and budgeting.
- Experience with staff supervision around matters of professional development support and organizational development.
- Committed to diversity and inclusion.
- Strong experience with contract management and budgeting.
- Organized, detail-oriented, responsive; excellent follow-through skills.
- Proficient with Microsoft applications including Outlook, Word, PowerPoint, and Excel.
- Strong commitment to Canal Alliance's mission.

**Compensation**

This is a full-time position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year, a vision plan, and 100% paid employee medical & dental insurance. In addition, there are at least 10 paid holidays annually, a 403(b) retirement plan, a Flex cafeteria plan, long-term disability insurance, and an employee assistance program.

**Canal Alliance Equity and Inclusion Statement**

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principles.

**Application Process**

Please submit **resume and cover letter** to

<https://recruiting.paylocity.com/recruiting/jobs/Details/670307/Canal-Alliance/Director-Immigration-Legal-Services-and-Social-Services>

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