MISSION & ORGANIZATIONAL DESCRIPTION

Colectiva Legal del Pueblo is a non-hierarchical collective organization founded for and by undocumented immigrants working to build community leadership and power for migrant justice through legal advocacy and education.

Colectiva Legal del Pueblo was founded in November 2012 by a group of undocumented community organizers, activists and immigration attorneys who recognized the need to create an organization that provides legal support while building community power for migrant justice. We provide legal advocacy, community education, and support to immigrant communities, as well as legal support, in general.

Job Description Summary: Operations Manager

This position’s primary goal is to ensure the financial health and sustainability of the organization. The Operations Manager, along with the accountant, coordinates the annual audit, oversees the Collective budgeting process, and maintains the organization’s cash flow, with an eye towards improving transparency, communication, and collaboration across different parts of the organization and between staff and volunteer members of CLP’s Board Members. The Operations Manager is part of the CLP Collective and will participate in Collective decision-making processes, staff meetings, retreats, and share administrative and organizational responsibilities with other Collective members.

AREAS OF RESPONSIBILITY include:

1. Financial Administration
   a. Manage Colectiva’s current financial systems such as QuickBooks and Little Green Light and work with all staff to ensure efficient, accurate and compliant financial management. Supervise and ensure compliance with customer payment processing through Cerenade.
   b. Maintain records for accounting and tax procedures and internal controls, including coordination of the annual internal audit with the accountant, and state and federal filings. Process requests for checks and invoices to vendors.
   c. Oversee payment of staff payroll, bills, and reimbursements for CLP and CLP’s fiscally sponsored organizations, as well as other administrative duties.
   d. Ensure financial policies and processes are being followed by all CLP employees.
e. Provide, with the support of CLP’s Development Manager and Budget and Finance Team, ongoing guidance related to financial decisions, planning, and development of strategies based on expenditures, revenues, assets, and cash flow analysis.

f. Provide weekly accountings of finances and financial procedures to the Budget and Finance Team and CLP’s staff and board. Create financial reports as needed.

g. Lead the CLP annual budget process, ensuring alignment with the organization’s values, strategic priorities, and objectives, together with the Development Manager.

h. Review all financial transactions to ensure accuracy, budget compliance, protocols and financial procedures of the organization.

2. Office Management & Staff Support
   a. Develop and implement office standards and procedures; communicate with, and train, staff as needed.
   b. Establishes and manages relationships with vendors including technology support, phone system, office equipment, and serve as main liaison with building management.
   c. Develop and maintain office inventory and manage storage needs. Responsible for office purchases and service requests.
   d. Facilitate creating a supportive and sustainable work environment that meets the appropriate requirements and values of CLP. Support coordination in the recruitment, hiring, onboarding of new staff members, including processing benefits paperwork for new employees. Ensure responsibility and support for exiting employees, and remove exiting employees from the payroll and benefits systems. Manage and process salaries and benefits.

3. Systems Development
   a. Review current operational systems within the organization for our legal, community advocacy and organizing departments and improve systems to enable more efficiency.
   b. Facilitate effective communication mechanisms between employees.
   c. Support the understanding of all staff members regardless of position in understanding different sectors of the organization.

4. Collective Responsibilities
   a. Work collectively with staff, Board of Directors and community members to ensure the health and sustainability of the organization. Participate in collective responsibilities that include attending quarterly meetings, retreats, and weekly team meetings.

Salary and Benefits:
CLP is a non-hierarchical collective and salary is based on the amount of time at the organization, not position. The starting salary for this position is $50,000 plus an annual cost of living salary increase and increase in salary after two years of employment. Benefits package includes paid professional membership and training fees, health and vision insurance, and
generous paid time off, vacation and sick leave. Please inquire at the interview about any other benefits we may be offering.

TO APPLY
Please send resume, cover letter, responses to questions listed below, and list of three references to jobs@colectivalegal.org. All documents must be attached in one single PDF in one email with “Operations Manager” in the subject heading. Applications will be accepted on a rolling basis until position is filled. No phone calls please.

SUPPLEMENTAL QUESTIONS
Please answer the following questions:
1. Why do you want to work for Colectiva Legal del Pueblo? What draws you to this work? Answer in 500 words or less.
2. How do you define social justice and what is the role of community organizing in social justice work? Answer in 500 words or less.
3. What does working in a collective mean to you? Answer in 500 words or less.

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CLP is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation), sexual orientation, national origin, ancestry, age, marital status, medical condition, physical or mental ability, or any other basis protected by law.

We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBTQ community and other traditionally underrepresented groups.