



## **Operations Manager**

New York, NY

Application Deadline: 7/20/2018

IMMIGRANT JUSTICE CORPS

<http://justicecorps.org/>

Date Posted: 6/21/2018

Job Type: ADMINISTRATION

Schedule Type: Full Time

Practice Areas: Immigration

### **Organization Description**

The Immigrant Justice Corps (IJC) seeks an Operations Manager to join our fellowship program. IJC is the country's first fellowship program dedicated to meeting the need for high-quality legal assistance for immigrants seeking citizenship, other affirmative applications, and fighting deportation. Inspired by Chief Judge Robert Katzmann of the U.S. Court of Appeals for the Second Circuit, IJC brings together the country's most talented law school and college graduates to provide high quality representation to low income immigrants. IJC's two-year Fellowship program connects Fellows to the best legal services providers and community based institutions nationwide and leverages the latest technologies. The program also fosters a culture of creative thinking that engenders new strategies to reduce the justice gap for immigrant families, ensuring that immigration status is no longer a barrier to social and economic opportunity. Since IJC's founding in 2014, IJC has effectively assisted more than 43,900 immigrants and family members with a 93% success rate.

The Operations Manager will work with the Executive Director and IJC's management team to oversee IJC's finance, human resources, and administration ensuring that efficient and effective systems are in place to enhance the organization's operations.

### **Duties and Responsibilities**

The Operations Manager's responsibilities will include the following:

**Finance** – work with and oversee IJC's outsourced accountants to provide timely and accurate financial reports, and communicate those reports clearly to the Executive Director and Board of Directors. Supervise and manage cash flow, process accounts payable and accounts receivable, process payroll through PEO, assist the Executive Director in financial planning, modeling and forecasting and developing the annual budget. Coordinate and lead the annual audit process, liaise with external auditors and the audit committee of the board of directors, assess any changes necessary, risk exposures and legal finance compliance issues.

**Human Resources** – Work in conjunction with and oversee the Professional Employer Organization (PEO) provider to maintain policies and benefits for IJC’s permanent in-house staff, and 10-20 in-house Community Fellows, while managing distinct HR issues for out-placed Justice Fellows. Work with the Deputy Director and program team to streamline the recruitment, selection, placement and on-boarding of Justice and Community Fellows. Assist in streamlining the Request for Proposals (RFP) process for selecting Host organizations.

Each year, a new class of 25 law graduates will be placed with immigration service agencies in New York City and nationally for a two-year period, and a new class of Community Fellows will join IJC’s in-house legal team for two years. The Operations Manager will work with the program team to streamline the onboarding and training of these fellows each year.

**Information Technology** – Work with and oversee the relationship with the outsourced IT provider to identify, implement, and manage hardware needs, in coordination with IJC’s new software tools. Supervise outsourced IT support relationship and oversee website maintenance and updates.

**Office Management and Administration** - Oversee day-to-day management of the office and supervise the work of the Operations Coordinator. Work closely and transparently with all external partners including third-party vendors and consultants. Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

### **Skills and Experience**

A minimum BS/BA degree with at least 5-7 years of business experience (in for-profit or nonprofit positions) that demonstrates excellent judgment, effective multi-tasking and problem-solving abilities, including a minimum of four years of successful leadership experience in managing organizations, financial systems and processes.

Excellent interpersonal, communication and organizational skills.

Ability to translate financial concepts to- and to effectively collaborate with - programmatic and development colleagues who do not have a financial background.

Computer systems expertise, including knowledge of accounting and reporting software, Excel proficiency and comfort utilizing social media.

Excellent writing skills and ability to work in a team setting.

Exemplary written and verbal communication skills.

Proficiency in Spanish and other languages desirable, but not required.

### **Required Strengths**

Passion for IJC’s mission.

Dependable execution, ability to manage aggressive deadlines while maintaining meticulous attention to detail.

Highly disciplined and reliable, capacity to serve as a planner and provider of structure that enables others to thrive.

Strong sense of responsibility and accountability; team player and partner mentality

**SALARY**

Commensurate with skills, experience and duties

**Benefits**

Excellent benefits package including dental and vision.

**Application instructions**

Email a detailed cover letter explaining why this job would be a great fit for you, a resume and three (3) references to [recruitment@justicecorps.org](mailto:recruitment@justicecorps.org) with "Operations Manager" included in the subject line.

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