



233 Broadway, 12th Floor, New York, NY, 10279
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JOB ANNOUNCEMENT

REGIONAL MANAGER

Center on Immigration and Justice

Los Angeles, CA

The Vera Institute of Justice, founded in 1961, is an independent, non-partisan, nonprofit organization that combines expertise in research, technical assistance, and demonstration projects to assist leaders in government and civil society, examine justice policy and practice, and improve the systems people rely on for justice and safety. Vera has offices in New York City, Washington, DC, Los Angeles, and New Orleans, and its projects and reform initiatives, typically conducted in partnership with local, state, or national officials, are located across the United States and around the world. Vera is an equal opportunity employer with a commitment to diversity in the workplace.

Vera's Center on Immigration and Justice seeks a Regional Manager to work in its Los Angeles office with its Unaccompanied Children Program – a national network that provides legal information and pro bono assistance to unaccompanied children in removal proceedings, both in, and released from, federal custody. The Unaccompanied Children Program is responsible for managing this network, including monitoring compliance with subcontracts, determining and promoting best practices, and providing technical assistance to subcontractors. The Regional Manager in Los Angeles serves as a main point of contact for the UCP's regional subcontractors and stakeholders, and oversees the provision of contractual services within the region, which includes legal service providers throughout Arizona, California, Oregon and Washington.

Responsibilities

The Regional Manager's duties may include the following:

- Devise, manage, coordinate and oversee the provision of technical assistance to program sites in the region, in the form of peer-to-peer on-site training programs, webinars, conference calls, surveys, phone consultations, and other means as appropriate;
- Conduct site visits of program sites and draft site visit evaluations;
- Continuously identify promising practices among subcontractors and devise ways to disseminate information about such practices to encourage implementation elsewhere;
- Develop and maintain relationships with project partners, including regional stakeholders;
- Creatively brainstorm solutions for challenges experienced by individual program sites and the region;
- Monitor contract compliance, including through analysis of monthly program data, and provide regular updates to the Program Director;
- Conduct review and initial approval of subcontractor invoices;
- Oversee and assist in the preparation of reports to government partners;
- Represent the Center in public speaking engagements and at professional meetings;

- Supervise senior program associates and other project staff and interns; and
- Assist on other projects as assigned.

Qualifications

Candidates must possess the following:

- A JD degree;
- At least six years of legal, government, or policy work experience;
- A demonstrated knowledge of immigration, child welfare, criminal or juvenile justice, or other justice areas;
- A desire to effectuate change in partnership with the government;
- Strong writing and research skills;
- Strong communication and facilitation skills;
- Strong data analysis skills;
- Ability to manage work on multiple projects effectively and efficiently;
- Ability to work collaboratively on a team, as well as to take initiative and manage projects independently;
- Ability to successfully balance travel responsibilities with office-based responsibilities;
- Ability to read and communicate effectively in Spanish (proficiency in other languages is a plus);
- Willingness to travel outside of Los Angeles frequently;
- A valid driver's license;
- Experience representing detained immigrants and/or children is a strong plus; and
- Experience with "know your rights" and other community education initiatives are a strong plus.

Salary

80K, based on experience, with excellent benefits.

To Apply

Please submit cover letter and resume. Application deadline is February 15, 2016. Applications will be considered on a rolling basis until position is filled.

Online submission in PDF format is preferred.

<https://vera.applytojob.com/apply/INoGOo/Regional-Manager-Los-Angeles-Cij.html>

However, if necessary, materials may be mailed or faxed to

ATTN: Human Resources / CIJ RM-LA Recruitment

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Please use only one method (online, mail or fax) of submission.

No phone calls, please. Only applicants selected for interviews will be contacted.

Vera is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, or current employment status.

Vera works to advance justice, particularly racial justice, in an increasingly multicultural country and globally connected world. We value diverse experiences, including with regard to educational background and justice system contact, and depend on a diverse staff to carry out our mission.

For more information about Vera, visit our website at www.vera.org