



Position: Senior Program Manager, Centralized Legal Services

Supervisory Relationship: Senior Director, Immigrant Justice Partnerships

Organization General Description:

The Resurrection Project (TRP) builds trusting relationships to educate and propel individuals, immigrants, and families to achieve their social and economic aspirations, stable homes, and equitable participation in their community. TRP is a leading provider of affordable housing, financial education, and immigration services on Chicago’s Southwest side.

During the past three decades TRP, has worked to improve the lives of individuals and families by creating wealth, building assets, and engaging residents to be catalysts for change. Rooted in the Pilsen community, TRP’s impact now extends across the City of Chicago and through the State of Illinois; we are making steady progress towards leveraging and preserving more than \$1 billion in community wealth by 2025.

TRP MODEL



Department Description:

The goal of TRP’s Immigrant Justice Department is to provide opportunities for authentic local immigrant leadership, offer holistic community-based immigration legal services, and work in coalitions to expand access to legal representation.

General Job Description:

The Senior Program Manager, Centralized Legal Services’ primary function will be to oversee the expansion and implementation of centralized legal service workshops across Illinois. The Senior Program Manager will work collaboratively with the program managers and senior director to coordinate workshop programming with partner organization staff and community members, lead in material development and dissemination, and provide oversight to the centralized workshops.

Primary Job Duties and Responsibilities:

Program Oversight

- Lead in expansion and implementation of centralized immigration application workshops, including on-site management;

- Provide technical assistance and support to lead agencies across Illinois to onboard workshops, coordinate resources, and develop materials;
- In partnership with the Immigrant Justice Leadership Academy team, devise, manage, and coordinate training and technical assistance for participating organizations in the form of in-person trainings and convenings, webinars, and conference calls, and other means as appropriate;
- Serve as lead strategist and decision-maker at workshops – including trouble-shooting issues that may arise;
- Lead in program evaluation and data collection around program deliverables, including developing reporting templates and preparing periodic reports to funders;
- Provide direction and oversight for material development, including training materials, social media graphics, one pagers, etc. in response to policy or program updates;
- Develop and maintain strategic community partnerships with other community-based organizations, government agencies, foundations, elected officials, and other stakeholders;
- Assist in identifying funding opportunities and proposal design / development;
- Assist Senior Director in managing budget, evaluation methods, and reporting related to grants and ensuring compliance.

Team Management

- Supervise Chicago workshop lead and program manager, and team of workshop coordinators;
- Identify, recruit, train, support, develop, and evaluate a talented, high-performing team of staff to implement effective and responsive programming; and
- Ensure that the responsibilities, authority, and accountability of all direct team members are defined and understood.

General Management

- Maintain open and ongoing communication with the Senior Director of Immigrant Justice Partnerships and other key positions;
- Participate in required educational programs and staff meetings;
- Maintain required job skills and core professional competencies; and
- Perform other duties as assigned.

Essential Qualifications and Skills:

- Minimum of 5 years of experience working with immigration legal services or immigrant advocacy groups;
- Experience with supervision of staff, volunteers, or interns required;
- Bilingual in English and Spanish required;
- Demonstrated leadership in the legal services sector or immigrant rights organizations;
- Demonstrated ability to work in partnership with residents, local leaders, and all nonprofits to strengthen and advance multiple aspects of legal services programs;
- Strong verbal and interpersonal communication skills, including the ability to listen well, convey thoughts clearly, speak in public, and work effectively as a member of a team;
- Excellent analytical, writing, and organization skills with the ability to work well under pressure, multi-task, and meet established timelines and goals;
- Demonstrated skills in facilitation, relationship building, and collaborative planning;
- Ability to communicate thoughts and ideas effectively and to effectively interpret general policy, criteria, and procedures for specific situations as it relates to immigration legal services and/or removal defense;
- Technical skills in Microsoft Office (Word, Excel, Power Point, Outlook) and proficiency with data systems and government grant reporting
- Ability to deal effectively and professionally in stressful situations and with a high volume of public and professional inquiries while exhibiting sound judgment and using discretion
- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds

Position Classification & Salary Range: \$75,000 - \$85,000; Full-time, exempt

Special Working Conditions and Demands:

- Willingness to work flexible hours; evenings and weekends required periodically
- Access to a car, valid driver's license and insurance, and ability to travel throughout the state

Statement of Equal Opportunity:

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, or disability.

Application Instructions: Interested parties should send a cover letter and resume to trpjobs@resurrectionproject.org. No phone calls please.