



LEGAL ASSISTANCE FOR SENIORS

Health Insurance Counseling & Advocacy Program (HICAP)
*Ensuring the independence and dignity of seniors by protecting their legal rights through
education, counseling and advocacy*

Open Position Advertisement Associate Director

The Agency

Legal Assistance for Seniors (LAS) provides legal services to seniors throughout Alameda County on matters pertaining to prevention of elder abuse, public benefits, housing, guardianship of minors, naturalization, and health law. LAS also provides individual counseling and advocacy to Medicare beneficiaries about their Medicare rights and coverage options through our HICAP Program. Through our Community Education Department, we provide educational presentations to both seniors and service providers on both Medicare and legal topics.

This position

The Associate Director will take primary responsibility for oversight of LAS's operations, human resources, and grants activities. This position will also support the Executive Director in the overall management of the organization, representing LAS in the community, engaging the Board of Directors, and fundraising. Candidates without significant training or experience in nonprofit management will be asked to participate in the OneJustice Executive Fellowship Program, at LAS's expense. This position supervises the Office/HR Manager and the Accounting Manager. This position is a member of the management team, and reports to the Executive Director.

Duties and Responsibilities include but are not limited to:

Take primary responsibility for:

- A. Operations & Human Resources Oversight
 1. Lead the Operations team in ensuring all aspects of operations and personnel processes run smoothly
 2. Work closely with the Office/HR Manager to ensure that sound human resource practices are in place
- B. Grants and Contracts Oversight
 1. Manage existing government and foundation contracts, including reapplication, reporting, invoicing, and compliance processes
 2. Work with accounting and program staff on grant spenddown and progress towards contract goals
 3. Communicate with and maintain positive relationships with government and foundation funders

Support the Executive Director in the following areas as needed:

- A. Overall Organizational Management

Executive Director: Caitlin Chan
Legal Director: Kirsten Voyles HICAP Manager: Janet Van Deusen



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1. Providing strategic leadership in the development of program, organizational and financial plans
 2. Maintaining a working environment that attracts, keeps, and motivates a diverse staff of the highest quality
- B. Finance
1. Developing and managing the agency budget, monitoring finances on a regular basis, including review of the monthly financial statements with our contract CFO and the Finance Committee of the Board
 2. Managing all regular banking and investing activities
- C. Fundraising
1. Developing and managing the agency's fundraising strategy, including identification and cultivation of public and private revenue sources, and planning and execution of fundraising events
 2. Managing and supporting Development staff
- D. Engage the Board of Directors
1. Communicating regularly with Board leadership including timely reports on finance, operations, and program updates including performance measures
 2. With the Board of Directors, developing and maintaining a long-term strategy for the organization to achieve its goals and mission
- E. Represent LAS in the Community
1. Establishing sound working relationships and collaborations with other community organizations
 2. Communicating regularly with funding agencies, public entities, foundations, and partner organizations

Qualifications:

- a. Bachelor's degree (masters preferred), JD a plus
- b. Superior leadership and interpersonal skills
- c. Strong financial skills, demonstrated ability to understand and work with sophisticated financial documents
- d. Demonstrated ability to recruit, train, manage, inspire and retain staff
- e. A strong commitment to seniors and public interest law, and experience with service to vulnerable populations
- f. A high level of personal integrity
- g. Energetic and creative problem solver
- h. History of excellent communication with clients, community and government agencies
- i. Organized and able to work effectively to meet deadlines
- j. Excellent verbal and written communication skills
- k. Ability to work with a wide diversity of staff, projects, and funders



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- l. Ability to work independently and as part of a team to support organizational goals
- m. Valid California driver's license, adequate insurance and the ability to drive to meetings and events

Working conditions & physical requirements

- Hybrid work model with some in office work required
- Proof of COVID vaccination required
- Ability to sit for extended periods, use of computer systems for long periods of time
- Alternate between sitting and motion tasks frequently

Compensation:

Full time, exempt salary of \$7,500/month, 35/hour work week. Generous benefits package including medical, dental, vision and life insurance coverage; accrue up to 20 days vacation and 10 days sick time; enrollment in and employer contributions toward 401k plan after 6 months; pre-tax cafeteria plan (medical, public transportation, childcare) after 6 months.

TO APPLY: Please email a cover letter and resume in PDF format to jobs@lashicap.org with the subject line "Associate Director." In your cover letter please address the following:

LAS serves a very diverse population. Our clients include seniors, people with disabilities, low-income members of our community, LGBTQ individuals, and people of color. **How have your experiences, professional or otherwise, prepared you to contribute to our commitment to cultural humility and equity?**

Feel free to think broadly about your response to this question.

Legal Assistance for Seniors is an Equal Opportunity Employer and does not discriminate based on ancestry, age, color, disability (physical and mental, includes HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition (gender characteristics, cancer or record or history of cancer), military or veteran status, national origin, race, religion (includes religious dress and grooming), sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, request for FMLA (Family and Medical Leave Act), or any other factor that is not related to the position.