



JOB ANNOUNCEMENT

DIRECTOR OF PROGRAMS/GENERAL COUNSEL

ABOUT US: The Miguel Contreras Foundation, a program partner of the Los Angeles County Federation of Labor, is a 501c(3) non-profit organization whose mission is to empower working Angelenos – especially immigrants, women and communities of color – by advancing greater equity through access to good quality jobs and livable communities.

POSITION DESCRIPTION (ESSENTIAL JOB RESPONSIBILITIES): The Director of Programs is responsible for the overall management of MCF's programmatic areas in Workforce Development and Workforce Education/Engagement.

PROGRAM MANAGEMENT/GENERAL COUNSEL

- Oversee program development, program staff, and workplan implementation
- Ensure compliance with program grant and other contract deliverables
- Manage contracts, risk management, and responding to legal questions from Operations

FISCAL MANAGEMENT/FUND DEVELOPMENT

- Oversee program budgets to ensure effective and compliant use of grant and contract funding
- Maintain and augment funding partnerships to support prioritized areas of work

STRATEGIC/THOUGHT LEADERSHIP

- Provide programmatic strategies to support the organization's growth and direction
- Increase MCF's visibility and landscape reputation to support the organization's growth and direction

SKILLS/KNOWLEDGE REQUIRED: Our ideal candidate is a proven leader who is passionate for intersectional social justice, and for creating opportunities in the economy for underserved workers in Los Angeles.

- 3+ years of executive or senior management experience
- Experience with direct legal representation, such as: U-Visas, N400, Asylum Applications, deportation defense, and bonds.
- Experience managing organizational program budgets
- Experience maintaining and augmenting a diverse funding portfolio
- Experience supervising a team of program staff
- Experience with program and financial analysis
- Excellent writing, speaking, and analytical skills
- Demonstrated understanding of current and emerging labor movement trends and needs
- Experience serving target populations: people of color and the formerly incarcerated, immigrants, and women
- Commitment to social justice and bottom-up social change

BENEFITS OF EMPLOYMENT: MCF is a leader in providing equitable salaries and benefits, and a supportive working environment that fosters the long-term leadership development of its team members.

- Starting at \$100,000+ (commensurate with experience)
- Generous Medical/Dental/Vision/Retirement Benefits/Life/Disability
- Generous Paid Time Off/Family Leave
- \$1,850/year car insurance/car repair stipend
- \$500/month transportation stipend
- \$200/month technology stipend
- Deferred Action for Childhood Arrivals (DACA) Application and Renewal fee reimbursement

It is the policy of Miguel Contreras Foundation to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.