

CENTRAL OFFICE
P.O. Box 21538
305 South Second Avenue
Phoenix, Arizona 85036-1538

FARMWORKER OFFICE
P.O. Box 21538
305 South Second Avenue
Phoenix, Arizona 85036-1538

EAST VALLEY OFFICE
1220 S. Alma School Road, Suite 206
Mesa, Arizona 85210



Community Legal Services

MOHAVE OFFICE
1720 Beverly, Suite A
Kingman, Arizona 86401

YAVAPAI OFFICE
401 N. Mount Vernon
Prescott, Arizona 86301

YUMA OFFICE
201 South 1st Avenue
Yuma, Arizona 85364

VOLUNTEER LAWYERS PROGRAMS
Maricopa County - Central Office
Yavapai County - Prescott Office
Yuma/La Paz Counties - Yuma Office

COMMUNITY LEGAL SERVICES LAW OFFICES

HUMAN RESOURCES ADMINISTRATOR LILLY PANIAGUA

P.O. Box 21538
305 South Second Avenue
Phoenix, Arizona 85036-1538
Telephone (602) 258-3434, Ext. 2420
FAX (602) 253-1536
TDD (602) 254-9852
www.clsaz.org

JOB ANNOUNCEMENT

ORGANIZATION: Community Legal Services, Inc.
www.clsaz.org

WHO WE ARE: Community Legal Services (CLS) is a team of highly motivated individuals, who provide legal assistance, advice or representation, self-help materials and legal education so people can know their rights. We focus on helping survivors of domestic violence; assisting victims of consumer fraud and abuse, protecting tenants from unlawful/unfair practices by landlords, foreclosures, legal problems affecting agricultural workers, wage claims and other employment matters, and federal and state programs affecting people's health and economic stability. We are dedicated to addressing economic, racial and other inequities by delivering legal services and education to vulnerable members of the community.

POSITION: **DEPUTY DIRECTOR**

The Deputy Director reports to the Executive Director and is responsible for leading and enhancing the organization's infrastructure for CLS' continued growth and development. The ideal candidate should think strategically and innovatively about CLS' work and the individuals and families we serve.

LOCATION: 305 S. 2nd Avenue, Phoenix, AZ 85003

QUALIFICATIONS: The successful candidate will be someone with a demonstrated commitment to access to justice, particularly for individuals and families with low incomes; a minimum of ten years of legal experience as a practicing attorney; a minimum of five years of experience in strategic operations, including grants management and administrative and leadership responsibilities; must be a member of the Arizona State Bar; excellent verbal and written communication skills;



Community Legal Services is committed to eliminating poverty-based inequities in the civil justice system by providing high-quality legal advice, advocacy and assistance to low-income Arizonans.

familiarity, sensitivity and commitment to working with legal service programs, law firms, attorneys, funders, clients and other organizations and demonstrated leadership ability that exemplifies CLS' core values – Humanity, Respect, Collaboration and Excellence.

DUTIES:

A. Executive Management

Act in the place of the Executive Director during extended absences or as assigned; actively participate in Administrative Unit, Managers Group, and other

leadership meetings; acts as General Counsel to CLS and the Executive Director; provide professional leadership, guidance, and support to managers, internal groups and taskforces; attend board and committee meetings as appropriate; assists in the development of personnel, collective bargaining, fundraising, fiscal planning, and implementation; vendor/contract management; serve on hiring committee(s); provide direct supervision to designated positions, including IT Department and as needed or requested by the Executive Director to Administrative Unit staff and managers; actively participate in and support CLS' Racial Justice Task Force; other duties as assigned.

B. Strategic Operations, Planning, Grants, & Community Relations

Establish and monitor operational policies, compliance with grant regulations and rules, funder expectations, contractual requirements, LSC compliance, etc.; strategic and project planning for new and renewed grants; implementation of grants; in conjunction with the Director of Litigation and Advocacy, provide agency-wide leadership and coordination in strategic community-based planning, networking, and coalition efforts; other duties as assigned.

C. Substantive Law

Participate in one of the five strategic priority areas: Family, Housing, Employment, Consumer, and Health & Economic Stability; other duties as assigned.

SALARY:

Depending on experience; Excellent benefits, including 12 paid holidays, health, dental, life, disability insurance, retirement, and additional compensation if bilingual.

TO APPLY:

Send resume and cover letter to infojobs@clsaz.org
Attention: Human Resources Administrator

CLOSING DATE:

Open Until Filled

